

Children's and Family Pastor Broadway Church, Surrey Campus

The Surrey Campus Children's and Family Pastor is to live according to the Broadway Church's mission, core values and administrative guidelines.

Objectives:

The Surrey Campus Children's and Family Pastor is a part-time position based upon 20 hours per week and reports to the Surrey Campus Pastor and Family and Children's Ministry Director. The role is responsible for all aspects of ministry related to children ages 0-12 and their families at the Surrey campus. The position oversees Sundays and mid-week operations for this age group.

Qualifications:

- To be a committed Christ-follower and aligned with the mission and vision of Broadway Church. The employee agrees to live in accordance with Biblical values and abide by the core values and code of conduct of Broadway Church
- Strong social and leadership skills to effectively build, lead, and equip volunteers
- Experience with working with children
- A passion for ministering to children/adolescents in their spiritual journey
- Strong organizational and administrative skills with attention to detail
- Strong operational skills to work efficiently and effectively as part of a team
- Excellent and effective communicator with the ability to problem solve
- Able to take the initiative and work independently
- Proficient in common computer applications and software such as Word, PowerPoint, and Outlook, etc.

Job Overview:

Sunday (prep and day of)

- Review lessons and email lessons out weekly to lead teachers
- Prep lessons and prepare media
- Schedule and remind volunteers mid-week
- Oversee and manage the Broadway Kids ministries on Sundays, which includes but is not limited to connecting with volunteers, ensuring rooms are set up with all necessary supplies and responsible for overseeing and organizing take-down/clean-up
- Connect with Campus Pastor upon arrival and before leaving

Midweek (Kids club/preteens)

- Planning for and finding volunteers to assist with activities
- Community evangelism through intentionally inviting children in the community to participate in the programs
- Attend monthly preteen events in Vancouver or plan one for Surrey Preteens as the demand increases

Volunteer/Volunteer care

- Overseeing and preparing volunteers for storytelling and teaching quality
- Overseeing Volunteer recruitment and regularly invite people to serve
- Manage new volunteer intake process, including reference checks, criminal record checks, interviews, and orientation
- Help Volunteers thrive and grow in their abilities to teach, lead, and work with children to ensure volunteers feel both connected and cared for, the Children's Pastor will teach every 4-6 weeks to set the example of teaching quality and expectations

-Organize volunteer meetings (vision casting, appreciation, training) 3-4 times a year including Volunteer Day in September

Family Connection

- Assist new families with check-in and welcome with ease
- Follow up with new families by emailing them and communicating our vision, events, etc.
- Communicating our ministry vision as well as the teaching topics on Sundays
- Providing parents with resources to continue spiritual teaching throughout the week with their children
- Implement Parent classes/Family events as directed by Family and Children's Director

CityReach

- Work once a week with Food For Families at the Surrey Elementary Schools to help with Hamper distribution and build relationship connections at those schools
- Once a month building connections at a local housing complex
- Work alongside Surrey Campus pastor to engage the above communities

Other Responsibilities/Events *(additional hours will be added, if needed*)*:

- Attend and work at the following events:
- Good Friday Service
- Surrey Summer Kids Camp*
- Plan and run *Kids and Carols* (children performing in December service)
- Christmas Eve Service
- Other Churchwide events including Easter bash (April), Back to School Blast (August) and Christmas Funtastic (November)

Required Days:

- Sundays: 8am-12pm (4 hours)
- Tuesday and Wednesday:
 - Campus meeting with Campus Pastor (1 hour)
 - Flex/prep time/families - planning, prepping, volunteer connection and family connection (7 hours)
 - Run semester-based mid-week for Kid's/Preteen's ministry, (including additional monthly Preteen event) (5 hours)
- Thursday Afternoons: Work with City Reach, Food For Families, the Surrey Campus Pastor, and the local Surrey Elementary schools to make connections (3 hours)

If you would like to apply, please submit your resume to: **Emilyd@broadwaychurch.com**

Resource - Broadway Kids Mission and Vision:

<https://docs.google.com/document/d/1KqKgWHt5om3OStagQYwm9frvbG8ESLxJ/edit?usp=sharing&oid=103465270417104388003&rtpof=true&sd=true>