

Children's Pastor at Northwest Church, Lynnwood, WA

The Northwest Church (referred to hereafter as NW Church) is seeking to hire a Children's Pastor, effective immediately. The role and responsibilities of the Children's Pastor are defined in more detail below. As a new member of the church office staff, the Children's Pastor will be expected to fit within the team norms as defined by the staff members.

The NW Church has an enduring heritage that reaches back to the American Restoration Movement. The church today is a non-denominational faith community that was formed by a merger of the NW Church of Christ and the Shoreline Christian Church in the early 2000s. The successful candidate will demonstrate alignment with our doctrinal beliefs (see website for details).

NW Church is flexible in its search for this pastor. The position may be well served by a part-time employee; the employee may be a current member of the church or someone outside of it. The NW Church will offer a competitive salary that is appropriate for the qualifications the candidate brings to the position, and for a church of our size in our location. All employees receive holidays and personal time off, office equipment, and electronic connectivity to support job performance.

At NW Church, we believe that finding the right pastor is Spirit-guided and a collaborative effort between the church leadership and the candidate. This involves interviews with the HR Team, a group of members who represent the Children's ministry, and a group of elders. We look forward to welcoming a Children's Pastor who shares our vision and is excited to help lead this church.

QUALIFICATIONS

- Education: Bachelor's degree (preferably in children's ministry, youth ministry, family ministry, or education)
- Alignment with our doctrinal beliefs (involves a discussion with our Lead Pastor and Chair of the board of elders). If it is considered necessary, a willingness to pursue an online credential/certification from a "restoration" aligned university or college.
- Experience working with children and their families, from birth to 6th grade.
- Experience in recruiting and managing volunteers
- Positive attitude with the ability to be flexible
- Strong communication and interpersonal skills.

CHILDREN'S PASTOR
POSITION, ROLE AND RESPONSIBILITIES & TEAM NORMS
Provide leadership for Children's Ministry (birth to grade 6)

Organizational Structure

- Report to Lead Pastor for supervision as a member of the office staff; for staff meetings, staff communications, major staff events, and performance reviews.
 - Work in collaboration with and receive guidance and direction from the Youth and Education Pastor as described below.
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Alignment with NW Vision

- Collaborate effectively and consistently with the Lead Pastor and fellow staff members to advance the NW Vision—growing younger, stronger, more diverse, and transformational—through all aspects of the role's responsibilities.
 - Actively represent the Children's Ministry by participating fully in all assigned meetings, church services, and related events.
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Children's Ministry Responsibilities

- Organize and implement the Sunday morning children's education program in alignment with the church's educational goals.
 - Teach classes as needed and ensure the delivery of high-quality, age-appropriate curriculum.
 - Supervise and support all Children's Ministry volunteers to maintain a safe, engaging, and spiritually enriching environment.
 - Prepare and distribute curriculum materials to assistants and volunteers.
 - Ensure all Children's Ministry events are entered into the church calendar in coordination with the church staff.
 - Organize a few special activities for children throughout the year to provide fun for the children and foster relationship-building among their families.
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Collaboration with the Youth and Education Pastor

- Receive mentoring, guidance and direction from the Youth and Education Pastor to implement the comprehensive education program and participate actively as a member of the Christian Education Team (CET).
- Ensure consistency in methods, processes, and philosophy across ministries through active collaboration.
- Co-lead the planning and execution of the annual Kids Camp.
- Partner to promote Children's Ministry programs and events within the broader church context.
- Jointly develop service and fellowship opportunities aligned with the church's educational vision.
- Strategically prepare younger children for a smooth transition into the Youth Ministry.

- Engage parents of younger children to foster spiritual growth and prepare them for involvement in Youth Ministry.
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Ministry Planning and Budget

- Collaborate with the Youth and Education Pastor in the development of the annual Children's Ministry plan.
 - Collaborate with the Lead Pastor, the Youth and Education Pastor, and the Finance Committee to create and manage the annual Children's Ministry budget responsibly.
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Parental and Volunteer Coordination

- Communicate regularly and effectively with parents regarding the objectives, processes, plans, and activities of the Children's Ministry.
 - Recruit and facilitate volunteer and parental engagement in the Children's Ministry.
 - Conduct annual background checks in compliance with church safety policies.
 - Train all volunteers to understand their roles, responsibilities, and behavioral expectations.
 - Supervise and evaluate volunteer performance to ensure alignment with ministry standards.
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Congregational Integration

- Encourage and facilitate children's active participation in the broader church community through worship, fellowship, and service opportunities.
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Special Event Childcare

- Organize and manage childcare for church-wide events as assigned by the Lead Pastor.
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Kids Camp Leadership

Working with the Youth and Education Pastor,

- Develop and lead a comprehensive plan for the annual Kids Camp, including program structure and volunteer coordination.
 - Ensure appropriate volunteer screening and training processes are in place.
 - Design and implement outreach strategies to attract community participation.
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Team Norms (As Defined by Staff Members)

- Practice Mathew 18 to resolve conflict
- Honor Whole-Team Events
- Deliver your best
- Be present and Alert
- Know your Lane, play as a Team
- Establish and Keep Healthy Boundaries
- Face Issues with faithful/fun solutions