

## Kids Pre-Elementary Pastor

**Location** | Ann Arbor

**PT FLSA Classification** | Commissioned, Non-Exempt, Part Time (20 hours/week)

**Reports to** | Ann Arbor Kids Lead

**Influenced by** | Kids Director

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### Position Summary:

The Pre-Elementary Kids Pastor is called to help kids, (0 through Kindergarten) take their first steps with God through knowing God, growing with others, and changing the world. This person will be responsible for assisting in the development of the overall curriculum adaptation for weekend services, classroom lessons, organizing classroom activities and lessons, and events, and growing a vibrant leadership team that executes the above.

### What To Expect From Us:

- Clear expectations for your leadership, ministry impact, and workflow.
- A work environment that will challenge and inspire you to be the best follower of Christ you can be (*ex: Jesus first, then spouse, then family, then ministry*).
- A leadership team that trusts you and invests in you!
- A leadership team committed to being led by God to impact our communities.
- Coaching and support for your God-given calling.
- A church that encourages and fans your gifts and talents.

### As a 2|42 Community Church Staff Member:

All Ministry positions at 2|42 work in a team. You will need to work well with existing team members and align to decisions that are made, even if you don't agree with them. A good team member has open and honest conversations, allows tensions to exist within the team but always supports the team's decisions and directions outside of the team meetings. Relational intelligence will be a key component to ensuring collaboration with the ministry teams.

- Attend Development Day meetings, Campus Staff events, Leadership Community and Vision Night events, and others as part-time hours allow.
- Respond to all correspondence (*email, voicemail, Slack, etc.*) within 24 hours either through direct communications or an automated reply letting someone know when they should expect a correspondence back.
- Lean on the systems and resources provided by 2|42 Community Church (our databases, leadership pipeline, and any cross-campus interactions).
- Meet and uphold our [Leadership Expectations](#) and agree to the [2|42 Statements of Beliefs](#), our [Mission and Core Values](#).
- Operate consistently with the [2|42 Campus Model](#)

### Job Responsibilities include but are not limited to:

#### Special Skills

- Brings vision, creativity, and innovation into all areas of Kids' Pre-Elementary ministry.
- Must be a good organizer and planner.
- Must be able to work well with different personalities, ages, and leadership styles.

- Must have the ability to teach others in both traditional and nontraditional methods.
- Great communication skills, both personally and digitally; relationally intelligent.
- Ability to recruit and develop volunteers and leaders to multiply roles and responsibilities into others; the ability to recruit, develop, and delegate.
- Familiar with a scope and sequence for Bible lessons applicable to Pre-elementary kids.

### **Performance:**

#### Vision Caster

- Continually articulating the Vision, Values, and Standards (VVS) of the ministry.
- Promote and maintain the overall vision for the ministry with consistent goals and vision.
- Develop Pre-Elementary children's learning environments that build a strong foundation of Bible knowledge and Bible stories in a fun, exciting, and energetic setting.
- Foster the formation of a community that is committed to communicating to our children that they are valued, providing them with instruction from God's word, nurturing them in love, modeling our faith, and encouraging their participation in the life of the church.
- Developing and executing strategies to build trust, relationships, and awareness of the options parents have for their kids. Presenting 2|42 Kids as the best option for both parents and kids in taking next steps with God.
- Create and maintain a calendar of events. Strategically consider the seasons of ministry as events are conceptualized and executed.
- Create and coordinate service opportunities.
- Participates in workshops, seminars, and conferences as needed for their own development.

#### Coordinator

- Coach volunteer leaders in recruiting, training, and developing other volunteers for the pre-elementary team.
- Utilize the Orange curriculum to equip the leaders with lessons, supplies, materials, etc. for the classrooms and large groups.
- Train leaders on an ongoing basis for policies, procedures, and safety.
- Coordinate MoveUp process, with an emphasis on a successful transition from the pre-elementary to elementary (1st-4th Grade).
- Manage the first-time family experience of new families coming through the Pre-elementary space.
- Works with the Kids' Lead in the development and management of a yearly budget for approval by the Campus Pastor.
- Support other staff by managing opportunities provided by Next Step Groups, Church-wide events (Leadership Community, Parent Night's out, etc) as well as some facility events (This includes recruiting and scheduling childcare workers, as well as planning out the sequencing for the childcare events).

#### Leader

- As a member of the ministry staff, the Kids Pre-Elementary Pastor will be expected to support the vision of the church and integrate that vision through the entire children's

area.

- Assist in the coaching and enforce that staff and volunteers in leadership roles are meeting leadership expectations.
- Serve where needed, fill in the gaps, and teach occasionally.
- Partner with parents to empower and equip them as the spiritual leaders of their children.

### **Schedule & Hours**

- Maximum number of hours per week to not exceed 25 hours without advance permission of your direct report.
- Expected weekly hours are during each weekend services, kids events, and have office hours on Tuesdays (All-team Synergy), every 2nd Wednesday of each month (Staff development days from 09:00 am-03:00 pm).
- Other hours as deemed necessary and within the hourly limit.

### **Environment / Safety**

- Should have good organization skills and can ensure clean and family-friendly environments are maintained.
- Develop and maintain security and first impressions by recommending facility improvements, creating and enforcing necessary policies, and confirming that all volunteers have been background checked or are a supervised “Test Drive”.
- Develop, support, and maintain security and first impressions (physically, emotionally, and spiritually) systems for children. This includes following the Central background check procedure for all volunteers, recommending facility improvements to ensure safety, and enforcing the Kids ministry policies and procedures for safety and security.
- Familiarize yourself with the campus safety protocol documents and processes.

### **Personal Characteristics:**

The successful candidate will have a deep and growing relationship with God, active involvement in the leadership of the church and campus, and have a commitment to maintaining healthy and accountable relationships. A Christ-honoring lifestyle marked by, servanthood, generosity, joy, a love for the scriptures and prayer. A growing passion to shepherd others in their walk with God and to work effectively with many key leaders is necessary. Integrity in finances, relationships, and time management are expected.

- A clear and vibrant commitment to Jesus Christ displayed through their personal faith and devotional life.
- A passionate love for the church and a healthy understanding and embracing of its history
- A solid commitment to the authority of Scripture and a well-developed personal theology.
- Sets a positive example and serves as a role model in their personal life.

- A warm, encouraging personality that connects well with others.
- A team player who's able to both follow and lead while always being FLEXIBLE.
- Great recruiter and trainer of others.
- Clear personal and professional vision.
- A passion for continuous improvement.
- A “whatever it takes” attitude.

**Competency & Desired Qualifications:**

In addition to the qualifications listed below, additional leadership competencies required are: team building, vision-casting and training leaders for ministry; ability to thrive in a fast-moving environment; excellent working knowledge of the Bible; tactical thinker with proven ability to equip leaders and organize functional structures; transformational leader of leaders; effective communicator to adults of all ages; proven effectiveness in a multi-staff & multi-campus setting; able to connect with people across generations.

- Ideally currently serving in 2|42 Kids (or in children's ministry elsewhere).
- Background in education or children's ministry is a plus.
- Demonstrated ability to build teams and leaders.
- Two years minimum ministry experience or equivalent preferred.
- Significant experience in recruiting, training, developing, and coaching volunteers.
- College education is desired, but not required.
- A commitment to continuing education is desired.

**Sacerdotal Duties:** This position will report to the Campus Pastor and will become a member of our Campus Leadership Team. As such, this staff position will act in pastoral roles, such as: teaching, baptism, funerals, communion, baby dedications, worship services, spiritual counseling, and administrative affairs of the church.

**Employee:**

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Signature

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Printed Name

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Date

**Reviewed by:**

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Signature

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Name and Title

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Date