



Avenue Kids Pastor/Director Job Description Overview

Job Title: Avenue Kids Pastor/Director

Department: Avenue Kids

Reports To: Director Of Ministry & Teams

Location: Work From Home Weekdays, On-Site At The Buffalo Campus On Sundays

Employment Type: Part-Time Employee

Church Size: 400-500

Avenue Kids: 100 children with 40 active volunteers (adults and students)

Current Curriculum: Orange Curriculum (First Look and 252 Kids/Preteens)

**This role is in place to direct and support the growth of the Avenue Kids Department at Avenue Church and is subject to promotion to full-time with benefits available based on the growth and expansion of department and its needs.*

Avenue Kids Department

Each weekend, we prepare to reach dozens of children in exciting and active environments filled with passionate worship, energetic games, great Bible stories and engaging small groups that teach God's truths on age appropriate levels. Our weekend programs meet at the same time as our adult services, and are specifically designed for children from birth through fifth grade. We intentionally extend our reach and discipleship efforts by equipping and empowering parents and caregivers with tools and resources to continue the spiritual formation experience in their homes.

Job Purpose

The Avenue Kids Pastor/Director is responsible for overseeing, directing, and developing the elementary-aged programs (1st-5th grade) while providing leadership support and alignment for the Early Childhood Coordinator (birth-Kindergarten). This role ensures that all Avenue Kids environments—Early Childhood and Elementary—are safe, excellent, and fun while maintaining a unified vision and culture.

Duties And Responsibilities

- **Team Development:** Intentional Training 4x per year to increase the knowledge of team members and the excellence of the Avenue Kids program.
- **Monthly Curriculum:**
 - Prepare monthly curriculum using Orange Curriculum's 252 Kids/Preteens for the Avenue Kids Elementary program.
 - Create purchasing list for monthly curriculum and execute ordering.
 - Ensure the completion of curriculum assembly.
 - Upload monthly curriculum and supporting documents to Planning Center Online.
 - Inform, prepare, and engage team members in weekly curriculum and monthly overview.

- **Scheduling:**
 - Create and execute monthly schedule for Avenue Kids Elementary department and Avenue Kids Check-In stations using Planning Center Online (PCO) and following the *Avenue Church Communication Standard*.
- **Provide Excellent Experiences in Avenue Kids Programs:** Through weekly preparation, communication, and team building, the Avenue Kids Pastor/Director will ensure excellent Avenue Kids experiences for the families of Avenue Church. A clean, safe, and fun environment where children can experience the love and truth of Jesus is the goal of each weekend experience for all age groups.
- **Avenue Kids Check-in:** Ensure all stations are set up and properly working each weekend. Maintain inventory on site of Check-In items. Staff check-in stations for weekly services. Maintain check-in procedures to ensure accurate information of Avenue Kids families and guests is being inputted each week.
- **Policies & Procedures:** Ensure that team members are knowledge of Avenue Kids policies and procedures, and that each Avenue Kids program is functioning in alignment with the policies and procedures described in the Avenue Kids handbook.
- **Communication and Follow Up:** Timely communication with families and team members regarding upcoming events, special weekend services, and other informational items will be prepared and sent through PCO. Check-in reports will be run regularly to effectively follow up with new and/or missing families. It is imperative to regularly communicate and follow up with the families and team members of Avenue Kids.
- **Team Care:** Provide regular care and encouragement to Avenue Kids Team Members. See *Avenue's Core Competency Care document*.
- **Spiritual Formation Resources:** Provide regular spiritual formation resources to children and families to extend discipleship opportunities outside of Sunday morning services. Example: Parent Cue, Book recommendations, helpful articles on parenting and discipleship.
- **Set Up/Tear Down:** Avenue Church is currently a portable church. Each department director or leader will oversee and ensure the set up and tear down of their unique area. These areas include Avenue Kids Elementary, Avenue Kids Check-In, and Avenue Kids Early Childhood classes.
- **Special Events:** Create, organize, and execute special events such as Child Dedication Service, Move Up Sunday, Camp Wannastay, Live Nativity at Christmas, etc.
- **Staff/Ministry Duties:** Provide prayer and resources for spiritual and family formation for children and families of Avenue Kids. Work alongside Avenue Staff for all team events such as Team Night.

Hourly Expectations of Avenue Kids Pastor/Director

- Weekly Time Expectations | 25 hours
 - Sunday Experience
 - Scheduling
 - Resource Prep
 - Team Member Connection & Preparation
 - Children/Family/Church Communication
 - Weekend Wrap Up
- Monthly Time Expectations
 - All Staff Meeting
 - Avenue Kids Department Meeting
 - Schedule PCO Matrix for upcoming month
 - Curriculum for upcoming month
- Quarterly Time Expectations
 - Team Member Training
 - Special Events

It is the expectation of all Avenue staff members including full time, part time, and stipend individuals to equip, empower, and entrust delegable tasks to capable volunteer team members.

Example of delegable task: Curriculum assembly that requires cutting and crafting.

Example of non-delegable task: Team Care and Development

Experience and Knowledge

An ideal candidate will possess a call from the Lord with a passion for children's ministry that includes a deep care for reaching children with the Gospel of Jesus Christ, a rooted desire to raise up the next generation of followers of Jesus, and a missional focus on equipping and empowering families to build their lives on the Biblical foundation of faith.

- Ability to build relationships in order to develop and care for Team Members and families, as well as children of Avenue Church. Superior interpersonal skills required.
- Proven ability in leadership with the skills to recruit, lead and equip leaders to administer excellent and life-giving ministry for elementary children and families.
- High level of knowledge and direct experience teaching, leading and/or working with children in elementary grade levels.
- Experience in leading large group services, including elements of worship, teaching, and fun/interactive games and activities.
- High commitment and passion to carry out the vision and culture of Avenue Church with enthusiasm. Able to articulate and implement the vision of Avenue Church into Avenue Kids.
- Solid theological grounding and creativity in kids' ministry development.
- Has experience with and understanding of safety protocols and procedures.
- Project management experience.
- Exceptional communication skills.
- Positive attitude and positive approach to problem solving. Must be solution oriented.
- Computer competency and/or ability to learn quickly in Planning Center, Pages, ProPresenter, etc).

- Strong organizational and time management skills and pursuit of excellence through attention to detail.
- The ability to forecast and plan for continued growth.

Essential Traits

- Personal character represents Jesus and His Church
- Positive attitude
- Heart of a servant
- Fun/enjoyable
- Loyal
- Must share the vision of Avenue Church to fulfill the Great Commission with integrity and passion

Education

- High School Diploma or GED
- Degree, Certification, or Training in Ministry

Physical Requirements

The physical activity of this job includes sitting, walking, and standing for extended periods of time, and that heavy objects up to 35 lbs. be lifted occasionally.

Team Leader Responsibility Overview

Team Leader responsibilities go beyond arriving on time, and leading your team to accomplish your departments “Ministry System” each weekend. Below are “*Five Key Focuses*” team leaders are responsible for beyond the Weekend Experience.

Culture: Culture is not only what’s allowed, but it is the language communicated repeatedly both verbally and nonverbally. It is our heart that each Leader champions the system we have in place to direct the team in accomplishing the unique ministry plan, but to also champion and advocate for the many Next Steps that make up Avenue as a whole such as Rooted Groups, Water Baptism, Small Groups, Serve Teams, Outreach.

Connection: Every person has an intrinsic desire to be needed and known, and we believe there is unique value in every individual that makes up our A Team. Connection goes beyond covering serve positions and seeks to know the individuals dreams, talents, hopes, desires, spiritual journey, and more. Doing so will enable you to connect more intentionally with your team and even connect team members together with similar passions and traits, further developing connection and keeping Team Members connected to the church body.

Scheduling: Scheduling is a staple rhythm of any successful Team Leader. By prioritizing sincere connection before scheduling serve team coverage each time you interact with your team, you leverage relational equity and foster a healthy culture that wants “more for our team members than from our team members.” Scheduling team members on a monthly basis is essential to covering ministry positions.

Developing: A key skill in every effective leader’s tool belt is the ability to bring others along with you. Teaching team members how to execute the ministry plan and the systems unique to

your role not only provides greater context to the value of the ministry, but prepares the individual to lead the ministry themselves and furthermore to find deeper value and purpose in serving at a greater level. Invite people along with you and observe their ability to “get it, want it, and their capacity to do it” in order to scale your ministry team with effective and passionate team members. It is expected that if a leader desires to step down from leading the team at the end of their serve term, that they would have a “rising star” who they have consistently empowered in order to spend the final month of tenure, developing and passing the baton to the new leader without pressure or “dumping”.

Recruiting: One of our values is that we are “Intentionally Inviting” meaning we bring people along the journey with us, we don’t do cliques, and we are not an exclusive club. We believe part of “ridiculously loving people to wholeness and purpose” looks like recognizing the value in every human being, and inviting them to come along side of us. Recruiting is a high priority for any growing team, no one should “slip through the cracks” because we believe that we have a “Best Next Step” for everyone to get plugged in at Avenue.

Leader Support Overview

Your Team Director or Pastor will be available to provide support in many ways including: Resourcing, Recruiting, Leader Care, Team Care, Coaching, and Conflict Resolution if needed. Our goal is to equip you to be successful in your Ministry Team and to grow your capacity as a Leader and follower of Jesus.

I have read and understand the responsibilities and expectations of the Avenue Kids Pastor/ Director position at Avenue Kids.

Pastoral Team Member Signature

Date

Team Coordinator Signature

Date