

**COLLEGE PARK BAPTIST CHURCH**  
**Job Description**  
**Associate Pastor of Children and Media Technical Coordinator**

Qualifications

This full-time position requires a well-qualified minister who can lead diverse but related programs as part of the ministry of College Park Baptist Church which include children, children's families and media/technical needs of the church. Experience in these areas of local church ministry or closely related programs is desired.

The candidate must have a mature and growing demonstrated personal relationship with Jesus Christ. ***A minimum of 4-6 years of elementary education experience and/or experience in children's ministry and 5 years experience in web content management, social media management and/or related fields, as well as a strong familiarity with web and social media platforms as well as social media analysis tools is required.*** The candidate should also have a high level of interpersonal and relationship skills essential when working with ministry departments and staff members, as well as an ability to set schedules, meet deadlines, manage multiple tasks, and work as part of a team.

Administrative oversight with sensitive leadership to all involved in these ministries is essential. Other expectations include a strong work ethic, a collaborative spirit regarding existing staff, and a love for children's ministry. Educational requirements include a minimum of a Bachelor's degree, and preferably a Master's degree from an accredited seminary or divinity school. Previous ordination to the gospel ministry and intent to unite with College Park Baptist Church upon call are also expected.

Principal Function

The Associate Pastor of Children and Media Technical Coordinator is considered to be one of the professional ministers on the church staff and is part of the team approach to ministry. Specific areas of ministry include children (birth through 6th grade) and their families, and will also include support for the planning, publishing, organizing, and updating content and features on all social media platforms, and other web properties. In addition, support all technical needs of the church staff. This position is responsible for the planning, development and leadership of these ministries in partnership with appropriate church councils and committees.

Supervision

The position will be supervised by the Senior Pastor. Formal reviews will be conducted on an annual basis, with additional informal dialogue and feedback during the year.

Duties and Responsibilities

Children and Children's Family Ministry

- Each fall submit a comprehensive plan and goals for the children's programs for the coming year. Ensure any planned recreational activities for the coming year are coordinated with the Associate Pastor for Youth, College Students and Recreation. After approval by the Children's Ministry Council and Budget Planning Committee, communicate to parents and children. Keep parents informed of the children's programs of the church and enlist their support and cooperation. Coordinate all events with the church calendar through the staff, Sunday School Council and Family Enrichment Committee. This should be managed and measured by the senior pastor.

- Direct the planning, coordination, implementation and evaluation of all non-music ministries and programs for children. Coordinate these ministries with the Associate Pastor of Music and Education to provide for a complete and harmonious children's ministry.
- Cooperate with the Children's Ministry Council to implement a fully developed philosophy of Christian education for children in terms of goals, resources, and support services. Provide direction for all education ministries involving the children of the church, including Sunday School, Discipleship Training, and Mission Education.
- Give direction for the development of programs and ministries for the families that relate to the daily living out of their faith. Coordinate these with the Sunday School Council and Discipleship Training Director, who are responsible for the development of programs dealing with the personal spiritual formation of all children and families of children.
- Supervise and give direction to Children Ministry Intern(s), and other assistant ministry positions that relate to Children Ministry, in planning and implementation of children and family activities.
- Work with appropriate committees of the church to address the needs of children and families.
- Cooperate with the Enlistment Committee and Sunday School Council in enlisting and training of all leaders relating to children and family ministries.
- Cooperate with the Budget Planning Committee in the preparation of the annual budget with regard to children and family ministries and administers these sections of the budget in cooperation with the Finance Committee.
- Develops, implements and communicates the church policy to all Children's Ministry staff for the safety and security of children. Regularly evaluates its use and takes necessary steps to revise as necessary.

#### Media and Technical Coordinator

- In collaboration with ministry staff and the Communications Committee — design and implement CPBC's digital engagement strategies.
- Post and write content to social media platforms that seeks ways to enhance audience experiences.
- Monitor posts and reply with approved responses on social media platforms.
- Collaborate with CPBC staff to establish best practices, and web tools for communicating with ministry specific audiences.
- Supervise all technical needs during worship services — live stream of services.
- Track and analyze social media statistics and reports to ministry staff.
- Train a volunteer team to support technical needs of worship services.
- Support church offices in IT needs and all staff.
- Perform updates to the CPBC website.
- Perform other duties as assigned.

#### General Ministry

- Assist in planning and leading of worship services as requested by the Senior Pastor.
- Perform other duties assigned by the Senior Pastor.
- Participate in community and denominational activities as interest and time allows, so that a positive witness and role model is provided.
- Promote a team atmosphere.

#### Additional Position Details

The position provides vacation, retirement and insurance benefits as specified in the standard policy manual. The position will be paid by a salary designated and listed each year in a Cooperative Agreement. It is expected that the individual will be present for regular Sunday morning and Wednesday evening church activities, unless the pastor has given prior approval for vacation time.