

*We exist to exalt Jesus Christ, become His fully devoted followers
and share His grace and truth with all people.*

**C2 HOST PASTOR (3rd, 4th, & 5th Grade Students)
SALEM ALLIANCE CHURCH**

Department: Children's Ministries
Supervisor: Associate Pastor of Children & Youth
Supervises: No
Volunteers: Recruits, Directs, Places, Encourages
Exempt Status: Exempt
License Requirement: Yes, or within three years of hire date

GENERAL STATEMENT OF DUTIES: Consistent with the mission statement of Salem Alliance Church and under the supervision of the Associate Pastor of Children & Youth, the C2 Host Pastor provides pastoral care to grade school children and their families; assists in providing vision, strategy, oversight and implementation of grade school ministries; works in partnership with the Grade School Ministries Team.

DISTINGUISHING FEATURES OF POSITION: The C2 Host Pastor coordinates and oversees the provision of pastoral services intended to impact the spiritual lives of children, their families and volunteers. The C2 Host Pastor is supervised by the Associate Pastor of Children & Youth and works in partnership with other pastors and oversees volunteer teams. The C2 Host Pastor position is distinguished from the lower classification of Ministry Assistant that does not provide pastoral care to children, families and volunteers. The C2 Host Pastor is distinguished from the higher classification of the Associate Pastor of Children & Youth that supervises and directs an entire ministry area within the church. The C2 Host Pastor exercises independent judgment in areas that may impact costs and quality of service.

CORE JOB FUNCTIONS: An employee in this classification shall perform Core Job functions as outlined below. However, these core job functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below.

1. Leadership

- Providing strategic, visionary leadership to C2 and oversight in ministry implementation. Planning, administering, budgeting and maintaining an effective and relevant program designed to minister to grade school children attending weekend services.
- Analyzing, developing, recommending and utilizing curriculum that is age-sensitive, biblically sound and relevant.
- Maintaining an environment that is clean, friendly, functional and vibrant with upbeat music, worship and aesthetic lighting.
- Effectively tending to my soul and actively pursuing personal spiritual growth and development through spiritual disciplines (e.g., prayer, Bible reading/study, soul care, spiritual relationships, church attendance).

2. Engaging Kids

- Creatively teaching and evangelizing in a way that keeps the kids attention; developing a relevant message and delivering it in a creative way with a variety of different methods involving visuals, participation, props, illustrations and stories

- Implementing a Bible memory verse program that is relevant and leads to high levels of participation and excitement in God’s word.
 - Cultivating opportunities for students to engage with each other through games, activities, events, sharing testimonies and even writing encouragement cards to each other, and receiving prayer.
 - Providing an inclusive experience for kids w/ special needs where there is a GLO space that is comfortable and comforting with appropriate tools available.
3. Equipping Volunteers
- Overseeing, developing, scheduling, inspiring and shepherding both youth and adult volunteer teams.
 - Recruiting, training and maintaining a full volunteer team.
 - Making sure that volunteers have what they need to be successful including the development of the curriculum into user-friendly lessons that are made available in advance.
 - Building times of community, appreciation and fellowship into the year.
4. Empowering Families
- Effectively represent the Grade School team at the Pastoral level to our families, providing pastoral care while building relationships and rapport with grade school children and their families.
 - Create and coordinate communications such as emails, newsletters and flyers; foster communication through conversation, coaching and written material.
 - Planning, promoting and facilitating empowering events for families.
 - Creating and promoting resources for families in order to empower parents to step up into the spiritual leadership of their home.
5. Establishing Connections
- Aligning the vision of C2 to support the direction and leadership of the church. Attending staff meetings and retreats as well as actively upholding and living out the “Staff Culture & Values”
 - Demonstrating ownership of Grade School Ministries, while effectively collaborating with other ministry areas to maximize evangelistic impact such as Missio, Global Missions and the worship department.
 - Partnering, regularly communicating, and cooperating with the Grade School Team while attending team meetings and collaborating on events.

ESSENTIAL JOB FUNCTIONS: An employee in this classification shall perform essential job functions as outlined below. However, these essential job functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below.

1. Model for the staff and church family the life of a fully-engaged “partner” at Salem Alliance Church (e.g., completed the partnership process in a timely manner, regular attendance at weekend worship, regular financial giver, volunteers in other ministry areas).
2. Assist in developing and implementing the annual C2 ministry budget.
3. Consistent with organizational guidelines and timeframes, thoroughly complete employee reviews for each direct report.
4. Consistently attend and participate in assigned meetings and events (e.g., weekly staff meetings, biennial staff retreats and team meetings).

5. Work collaboratively with other staff members and departments.
6. Spanish, American Sign Language or other second language-speaking ability is desirable, but not required.

MINIMUM POSITION REQUIREMENTS: Four-year college degree with major coursework related to Christian education; licensed by the Christian and Missionary Alliance or licensed within three years of the date of hire; a minimum of two years in a full-time ministry or teaching position that worked with children and families; or the equivalent education and experience that provide the following knowledge and abilities:

Other Requirements:

1. Regular attendance at worship services of Salem Alliance.
2. Agreement with, adherence to and representation of the vision, values and doctrinal statement of Salem Alliance.
3. To become a member of Salem Alliance within three months of employment.
4. Must pass a background check conducted by Salem Alliance.
5. Must maintain a safe driving record and possess a valid driver's license and be able to obtain an Oregon license within three months of hire.

PHYSICAL, EMOTIONAL & MENTAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without accommodations. An employee in this classification shall perform essential functions as outlined below. However, these essential functions do not include all of the specific essential functions that an employee may be required to perform, nor would an employee be required to simultaneously perform all functions listed below.

While performing this job, the employee is regularly required to: sit on the floor for children's activities, pick-up small children weighing up to 30 pounds, sit at a desk or in meetings for several hours at a time; occasionally climb six-foot ladder or step stool to store or retrieve materials, stand, walk, use hands, reach with hands and arms, stoop, kneel, crouch or crawl.

The C2 Host Pastor must be mentally alert; possess stamina to maintain flexible work hours, including frequent evening assignments and work on most weekends and on some holidays; ability to maintain concentration in spite of frequent interruptions; to coordinate and cooperate with many staff, numbers of parents and volunteers; to speak and teach before large and small groups and to provide pastoral support for youth and families experiencing difficult situations.

PHYSICAL, EMOTIONAL & MENTAL DEMANDS: The work environment characteristics described here are representative of those an employee encounters while performing essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

While performing the duties of this job, the employee often works inside and is required to use standard office equipment. Several times each week, this employee works in children's classrooms. The employee may several times each week drive to shop for materials and supplies, to transport volunteers and children and to attend meetings, trainings and church events. The church offices are located on multiple floors connected by stairways. An elevator connects some but not all of those floors, and there is not an elevator to some of the classrooms for children.