



## Job Description

**Position:** Pastor/Director of CompassKids, South Naperville Campus

**Reports to:** Campus Pastor – Jon Kalvig

**Schedule:** Full-time (40+ hours/week); Salaried, Exempt, includes weekends

### Employment

**Classification:** Director/Pastor (D)

### Campus Ministry Contribution:

This role is responsible for being the key leader for all Children's Ministry for the South Naperville Campus. This person is the key professional specialist in ministries to children and families and has direct oversight of the philosophies, budgets, employees, lay teams and programming associated with them.

The weekend interface with the congregation is of primary importance, and the role requires this leader to be as engaged as possible in the weekend experience through oversight, leadership development and key relationships. Pastors/Directors are expected to participate regularly in congregational life at The Compass Church, including regular worship service attendance, membership, financial giving and general fellowship.

The position will expand our CompassKids Ministry in alignment with the vision of the church leadership. The goal is to support parents in leading children to a relationship with Christ and to help them understand what it means to follow Him fully all the days of their lives. This work is done through paid staff, lay leaders and volunteer teams to work on evangelism and discipleship for large numbers of children and families.

As a specialist, the Pastor/Director of Children's Ministry will oversee all ministries for and with children Birth to 5th Grade and their parents; both those at the church, and any others in the community with which we can gain spiritual influence. At The Compass Church, we feel we are a secondary influence on these children, and that the parents are the primary spiritual influence. It is vital that this staff person be able to connect with both children and parents.

As a specialist, the Pastor/Director will be overseeing curriculum choices, programmatic decisions, and big-picture emphases regarding the philosophy of ministry. This person must understand sound doctrine, child development, principles of teamwork and effective discipleship techniques. This staff person must have a strong understanding of how discipleship happens and the ability to translate that into effective systems for discipling children.

As a generalist, each Pastor/Director is also expected to contribute to the Campus staff team at large, as the group sets the tone for the disciple-making efforts of the Campus. There are some special projects and seasonal initiatives of the church where staff members work in taskforces together to benefit the whole Campus. In addition, Pastors/Directors serve together in a roundtable setting as the South Naperville Campus Leadership team, providing input on the overall direction of the Campus. This team collaborates to make decisions that serve the best interests of both the Campus and the church as a whole; in the end however, each Pastor/Director is given autonomy and authority in their department.

**Weekly Responsibilities:**

- Lead and grow our Children's Ministry (CM), Birth - 5th Grade.
- Provide a ministry that understands children's spiritual formation and works alongside parents to nurture children's spiritual growth.
- Oversee children's weekend and mid-week activities.
- Lead, train, coach and spiritually encourage CM staff team and volunteers.
- Create strategic events and activities to fulfill CM mission, vision, and goals.
- Assess programming and events through goal results, data and transformational stories.
- Assess and monitor safety and security systems within CM settings.
- Interact to equip and encourage parents in their role as spiritual leaders in their homes, provide training resources and a long-term perspective.
- Plan strategic outreach-oriented events and activities to fulfill The Compass Church mission and vision with the staff director team.
- Participate as a team player in director meetings, completion of goals and tasks, and the assimilation process of new guests.
- Responsibility for maintaining budget oversight of all CM areas.
- Work in partnership and collaborate with multi-site Campuses CM.
- Requirement to work at all weekend services, including Christmas Eve and Easter weekend, as well as other possible events outside of regular working hours as required by leadership.

**Responsibilities for Creative Communication would include the following:**

- Production, drama, musical components and behind-the-scenes support of the weekend lessons.
- Use your creative communications skills to train CompassKids volunteers in the most current media delivery systems (Media Shout, ProPresenter, Planning Center, etc.).
- Responsible for enhancing all special events programming for our Easter, Christmas, Summer Camp, Vacation Bible School and extension opportunities.
- Envision, develop, and execute all creative elements of the weekend and special event programs with a volunteer team.
- Create deliverable, high-impact programming for children ages two through 5th Grade.

**Effective Staff Team Contribution:**

Demonstrate consistent ability to contribute to the collective efforts of The Compass Church staff team by:

- Joining with them spiritually to lead under Jesus Christ.
- Being devoted with them to the common mission and vision of the church.
- Respecting with them the authority of the senior leadership of the church.
- Working in unity to achieve common goals.
- Communicating effectively in a healthy manner.
- Assisting each ministry team as appropriate to benefit the whole church.
- Submitting to their leadership at the appropriate times.
- Effectively leading them at the appropriate times.
- Leading necessary aspects of the team execution of various ministries.

**Additional Requirements:**

- Attend weekly Campus/ministry staff meetings.
- Attend monthly All-Staff meetings.
- Affirm our Statement of Faith and be in theological agreement with The Compass Church and the Evangelical Free Church of America.
- Attend The Compass Church weekend worship services on a regular basis.
- Be a member or become a member of The Compass Church (Spouse included if married).
- Basic understanding of Microsoft Office.
- A willingness to take on other duties as assigned.

**Qualifications:**

- 3-5 years' experience (preferred) in family ministry of 75+ kids.
- Bachelor's degree in education, child development, or ministry (preferred, not required).
- Prior experience working in Children's Ministry, or another educational environment is desirable.
- Strong leadership, organizational, communication and interpersonal skills are essential.
- Ability to collaborate with and engage a team of volunteers is crucial.