



## JOB DESCRIPTION

- New  
 Revised
- Full-Time  
 Part-Time  
 Volunteer
- Exempt  
 Non-Exempt

**Date Hired:**

**Employee:**  
**Department:** NextGen

**Job Title:** Early Childhood Pastor  
**Campus:** Clarksville

**Manager:** NextGen Pastor

**Schedule:** Mon-Thurs 8:00 AM- 4:30 PM; Sundays, some evenings, and special events

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### **Purpose of the Job:**

The Early Childhood Pastor oversees Nursery–PreK ministry, creating engaging, safe, and developmentally-appropriate environments that help children and their families learn about God and Biblical truths. This leader builds strong volunteer teams, partners with families, and ensures that every Sunday and special event reflects excellence, creativity, and care.

### **Ministry Area Snapshot:**

Our Garrettsburg campus serves 2,500+ weekly attendees, with 500+ children engaged across kids ministry and 150+ students in weekly student ministry.

Early Childhood (Nursery–PreK) is supported by 120+ Team Members, requiring strong leadership in recruiting, training, and team development. This is a high-capacity, fast-paced environment built on clear systems and healthy team culture.

We operate as an “As One, All In” team—valuing unity, ownership, and excellence. Team camaraderie and collaboration are essential.

This role goes beyond staffing rooms—it’s about leading people, loving families, and creating environments where young children experience the love of Jesus.

This is not just a job—it’s a calling.

## **Prerequisites:**

- A growing relationship with Jesus Christ and alignment with Mosaic Church's beliefs and values.
- Bachelor's Degree or higher preferred. The ideal candidate will have previous experience as a Children's Ministry Pastor or similar position.
- 2+ years of children's ministry leadership in a church of 500+
- Strong organizational and administrative skills with attention to detail.
- Strong oral/written/organizational skills, ability to lead and delegate.
- Experience building and leading volunteer teams.
- Ability to engage children and families toward Christ.
- Software and Web Applications
  - Proficiency with Google Application
  - Microsoft Applications
  - Planning Center Applications
- Experience with ORANGE Curriculum Preferred
- Must complete Discover Mosaic before employment.

## **Responsibilities**

### Sunday Ministry Oversight

- Lead and oversee Sunday morning Early Childhood programming and environment, ensuring every classroom is "Sunday Ready" and reflects excellence in engagement, safety, and age-appropriate learning.
- Regularly serve in early childhood classrooms to model best practices and connect with both children and volunteers.
- Family Engagement

### Curriculum & Environment

- Select and adapt the Firstlook Orange Curriculum, and distribute lessons and activity details to team members promptly.
- Collaborate with the NextGenPastor and team to modestly decorate and theme classrooms each month in alignment with the curriculum.
- Ensure all rooms are stocked with supplies and ready for use each Sunday.

### Volunteer Leadership & Care

- Prepare volunteer schedules and coordinate classroom coverage for all services. 120 + team members
- Recruit, train, and care for volunteer teams, including onboarding new team members (e.g., Discover Mosaic graduates).
- Provide ongoing encouragement, coaching, and spiritual support to team members.
- Cultivate a safe, healthy, and positive environment for children, volunteers, and families.

### Events & Administration

- Assist in planning and executing all children's ministry events throughout the year, specifically those involving Early Childhood families.

- Steward Mosaic Kids' budget, ensuring all expenditures are wise, approved, and within budget guidelines.
- Purchase or source supplies for weekly activities and special events.
- Attend all weekly staff meetings, monthly team meetings, and event-planning sessions.

Other

- Collaborate with the Special Needs Coordinator to ensure inclusion and support for children with unique needs.
- Perform other duties as assigned by the Nextgen/Children’s Ministry Pastor to support the overall mission and vision of the church.
- Provide Pastoral Care to Early Childhood families through hospital visits and communication outlets

**Attributes**

- Must embrace the vision of The Mosaic Church
- **Relational Leadership** – Engages with team members and families with warmth and intentionality.
- **Organizational Strength** – Manages multiple priorities while keeping details in order.
- **Creative Implementation** – Brings life to the curriculum through environments and experiences.
- **Team Builder** – Identifies, equips, and encourages volunteers for ministry roles.
- **Self Starter**– Can function effectively in a high-capacity team environment

**Working Relationships:**

Reports to: **NextGen Pastor**

Collaborates with:

- NextGen Staff
- Room Coordinators, MKids Team Members, and Mkids Team leaders

**Evaluation:**

Annual review assessing:

- Volunteer retention and engagement
- Family satisfaction and feedback
- Execution quality of Sunday environments and events
- Health and efficiency of Early Childhood systems

General Evaluation:

- General standards per Evaluation Support Form include Role-Based Objectives (RBOs)
- Background Check results must be favorable

Manager’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_