

Children's Minister River Club Church

Position description:

The Children's Minister is a full-time position responsible for developing, coordinating and administering a comprehensive and expanding educational program for children (infant through fifth grade) of the church and the surrounding community and providing leadership to and supervision of all volunteers involved in this ministry.

Qualifications:

- A follower of Jesus Christ.
- A member of River Club Church.
- Solid commitment to the authority of Scripture and commitment to personal and spiritual, professional growth and a desire to develop as a leader.
- Excellent recruiter and trainer of others, and can cast vision with enthusiasm and power.
- A team player who works closely with the church staff to integrate all ministries, and supports the work and mission of the church.
- Strong leadership, team-building, and organizational skills.
- Strong computer skills. Proficient with Microsoft Office applications and use of the Internet.
- Demonstrated love for working with children and their families.
- A positive spirit with high energy and creativity.
- A desire to help children fall in love with the Lord and a willingness to help parents become the spiritual leaders in their homes.
- Excellent verbal and written communication skills
- Good understanding of child development, learning styles and age-appropriate children's curriculum.
- Maintains confidentiality and has strong Godly character with personal integrity.
- Ability to assess the gifts and strengths of others to place them in their most affective roles.

Duties and Responsibilities:

- Plan and oversee weekly children's programs that establish Christ-centered relationships and nurture the faith development of children through Christian education, fellowship, and spiritual growth that lead to salvation.
- Recruit, train, lead, love and equip a network of Christian volunteers to adequately support the children's ministry.
- Oversee ministry-related programming; ensuring adequate teachers, resources, materials (e.g. curriculum, supplies, etc.) and equipment for the Children's Ministry.

- Plan and conduct regular Children's Ministry team meetings.
- Keep current on issues related to safety and security resulting in the implementation of associated safeguards.
- Oversee the computerized security check-in system
- Maintain consistent and regular communication with parents of children about relevant aspects of children's ministry.
- Collaborate with the appropriate leaders to ensure smooth transition of children promoting to the youth ministry.
- Manage a strategy for reaching and assimilating new children and families.
- Oversee special events, summer programs and outreach with the Children's Ministry.
- Proactively evaluate and recommend solutions for expanding ministry needs (e.g. physical space, staffing, financial resources etc.)
- Keep rooms neat, clean and sanitized.
- Manage with integrity the Children's Ministry budget.
- Attend and participate in regular staff meetings as scheduled to coordinate the children's activities, calendar and vision with all other areas related to the church.
- Perform other job related duties as assigned.

Work Conditions:

The position is full-time. Working hours will include evenings, weekends, and holidays as appropriate. Local travel may be required. No premium pay will be provided for work outside of normal business hours.

Controls over the position:

Day to day activities will be assigned by and coordinated with the River Club Church Lead Pastor.

An annual written performance review will be administered by the River Club Church Lead Pastor.

Works directly under the supervision of River Club Church Lead Pastor.