



WOODLAND HEIGHTS

CHRISTIAN CHURCH

CHILDREN'S MINISTER

Job Description

BIRTH TO 5TH GRADE (FULL TIME POSITION)

Purpose

Coordinate ministry to children through age-appropriate methods which establish, guide, and nurture a solid ongoing Biblical foundation. This foundation should equip not only the children, but also their families, in developing an appropriate Biblical world view and personal relationship with Christ. The Children's Minister (CM) is a full time position. The CM is immediately responsible for children birth thru fifth grade. The Children's Ministry Department reports to the Lead Minister.

Goals

- Lead all involved in the children's ministry toward an effective team effort through planning, communication, and promotion.
- Take the lead in creating vision goals and objectives for an effective spirit-led children's ministry in accordance with the vision of Woodland Heights Christian Church (WHCC).
- Coordinate the structure, content, staffing and scheduling for all children's programs in cooperation with the Children's Ministry Team.
- Establish a discipleship program that involves Sunday school, small groups, children worship services, conferences, and personal discipleship.

Job Benefits

- Two days per week (approved by Lead Minister) can be taken as days off.
- Regular weekly office hours should be established and followed.
- Paid Time Off
 - Annual paid **vacation** and **sick days** are provided. Please review Employee Handbook.
 - Retirement benefits will be offered.
 - Off-site **conference/training** is made available as approved by the Lead Minister.
- Salaried Position

Qualifications

Prefer demonstrated practical experience accompanied with pursuit in study, preparation and training in the area of children's ministry.

- Ministerial positions work as a team to create and apply themed studies throughout the church.
- Administrative skills are required as well as good organizational and communication skills.
- Awareness and application of safety standards.
- Creative and adaptable in people skills and facility usage.
- Experience in supervising children birth through fifth grade.

- Ability to train and equip children’s ministry volunteers with demonstrated leadership experience.

LEADERSHIP

- Recruit or maintain volunteers that support the needs of children’s ministries.
- Give guidance, direction, and training to all children’s ministry volunteers and discipleship for ministry.
- Agree with Core Values and Beliefs of Woodland Heights Christian Church.
- Evaluate the objectives and effectiveness of children’s ministries to implement improvements and changes where necessary.

COMMUNICATION

- Contact volunteers on a weekly basis to remind them of their upcoming service and deliver lessons.
- Communicate and regularly call on families.
- Submit monthly written report to Lead Minister and Elders.
- Attend and participate in staff meetings.
- Publicize events and educate the congregation on opportunities available for birth thru 5 fifth grade.

ADMINISTRATION

- Maintain and coordinate the ministry rooms to insure cleanliness, safety, attractiveness for usefulness.
- Order and prepare curriculum for each area of ministry.
- Develop and maintain appropriate reporting on ministry and group activities.
- Check availability of facilities and programming dates and incorporate all facility needs and event dates.
- Develop and monitor a thorough yearly budget for ministry area(s).
- Coordinate vision casting and promote spiritual growth in all areas of Children’s Ministry.
- Administer background checks for volunteers and leaders within the children’s ministry.

EDUCATION

- Candidate is expected to have completed an undergraduate degree in a field related to Children’s or Family Ministry.
- Maintain a Biblical-based curriculum while adapting and applying all-church themes.
- Plan and implement outreach programs to parents and children.

PERSONAL

- Develop and maintain a close personal walk with the Lord.
- Maintain a high level of excellence and work diligently.
- A committed Christian living in accordance with the word of God.

TECHNOLOGY

- Have knowledge of and be able to operate Microsoft Windows platform computer and peripherals and Microsoft Office products (Word, Excel, PowerPoint).
- Trained or willing to be trained in the use of Planning Center Church Management Software.

I have read and understand the responsibilities for the position of Children’s Minister at Woodland Heights Christian Church.

_____ Date

Children’s Minister

_____ Date

Lead Minister

_____ Date

Lead Elder