

Reports To: Family Ministry Director

PT/FT Status: Full-Time

Job Type: Ministerial

Direct Reports: Children's Choir Director, Children/Nursery Staff

Expected Hours: 30 hrs/week**

FLSA Status: Exempt

Pay Type: Salary

Church's Mission Statement

"Called to make disciples of Jesus Christ for the transformation of the world, we are a Church Beyond Walls: Strengthening our Faith, Sharing the Gospel, Serving and Loving our Neighbors."

General Summary of Position

The Children's Ministry Associate will serve on the Family Ministry Team (with the Family Ministry Director and the Youth Ministry Associate). This team will create a fully integrated ministry with and for our families that have school aged children. This position focuses primarily on birth to 6th grade.

Essential Duties and Responsibilities

Program Design & Implementation

- Oversee Sunday morning ministry, to include children's Sunday School and children's church. If an additional evening program is launched, overseeing this will also be included.
- Be visible to the congregation in this leadership role, to include leading the children's conversation in worship on occasion.
- Coordinate children's choir activities with other children's ministry programs.
- Participate with the Family Ministry team in curriculum development and establishing milestones and traditions that give our students a strong anchor for church in their life, nurturing a vision for church involvement beyond graduation.

Volunteer Recruitment & Training

- Assist Family Ministry Director with this task.
- Schedule and communicate with volunteers for children's ministry activities.

Administration & Management

- Supervise direct reports, in consultation with Family Ministry Director.
- Communicate with parents and volunteers who support children's ministry.
- See that database records and information are kept up to date, to include attendance.
- Purchase supplies needed, in consultation with the Family Ministry Director.
- Make sure we are in compliance with Safe Sanctuary policy.

Events/Service/Outreach

- Participation and leadership in outreach and service events is expected.

Camp & VBS

- Church camp and VBS provide focused discipleship opportunities with children. Participation and leadership in these weeks is expected.

Qualifications

Education & Experience: Experience in the field of education or ministry with students is considered a plus.

Knowledge & Skills:

- Ability to use software tools for scheduling and communication.
- Must be able to serve as an approved driver for church vehicles.
- Ability to work effectively with students in a wide range of settings and programs

Work Environment & Physical Demands

This position has an expectation for onsite work during ministry programming and other required meetings. In addition, some seasons of the year will require more work than others; some weeks will shift onsite days due to church projects or events. There is an expectation of some physical work, mainly carrying and lifting.

Notes:

* This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description. Any essential function or requirement of this job will be evaluated as necessary should an incumbent be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

* * 'Expected Hours' is intended as a general range of time spent performing the job functions during a typical week. This position does keep a regular schedule, but duties outside of this schedule are sometimes expected. Paid time off is determined according to the Personnel Policies as set by SPRC.

Confirmation of Review:

We have reviewed this job description.

_____ (Employee) _____ (Date)

_____ (Supervisor) _____ (Date)