



## Lincoln Christian Church

204 N. McLean Street  
Lincoln, Illinois 62656  
217.732.7618

**Position Title:** Children's Minister  
**Reports To:** Preaching Minister  
**Date Created:** March 2023  
**Classification:** Minister, Senior Staff, Overtime-Exempt

**Purpose:** To accomplish the mission of Lincoln Christian Church by providing leadership which glorifies God and instills spiritual growth in the children of Lincoln Christian Church by facilitating growth environments and pastoral relationships

The Children's Minister will be responsible for children's ministry from birth through 4<sup>th</sup> grade. The position requires appropriate training and experience in the following key areas:

### Personal Qualities

- Personable and friendly
- Well organized
- Proactive
- Strong Christian commitment
- Ability to handle sensitive & confidential issues.
- Problem solving
- Christ-like ethics and attitude
- Team player
- Active member of Lincoln Christian Church during time of employment
- Creativity (we are open to new ideas)

### Professional Qualities

- Early childhood education knowledge and experience
- Strong knowledge of the Bible and Christian theology
- Strong organization skills
- Competency in the use of technology
- Ability of effectively evaluate and implement curricula
- Ability to plan and manage annual budget
- Preschool supervision, knowledge of developmentally appropriate practice, and ISBE standards.
- Ability to recruit and train volunteers. Identification of Spiritual Gifts within the congregation, and co-ordination the use of those gifts to carry out the ministry.

**Relationships:** Reports of the Preaching Minister. Partners with the Senior Staff of Lincoln Christian Church. Is resourced by the Administrative Assistant(s) in the front office and the facility personnel. The children's minister oversees the Preschool Director/Teacher



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**Responsibilities:** Ministry responsibilities include recruiting and training of leaders, choosing and developing curricula, communicating and developing the following roles children's ministries:

- **Recruiting**
  - Recruit all workers needed: Teachers, Assistants, and other Workers (Approximately 75 people).
    - Sunday Bible School - 9:00 AM
    - Children's Worship - 8:15 and 10:45 AM
    - Weekday Children's Programming
    - Workers for special connection events
- **Special Events and Vacation Bible School or Equivalent Activities**
  - Plan and execute special events on a regular basis to invite new people into the life of the church and to create excitement for the ministry of Lincoln Christian Church
  - Plan and execute summer Vacation Bible School
  - Include regular opportunities to evangelize the children of Lincoln Christian Church and our community (ie, "Becoming a Christian Class")
- **Training**
  - Hold training sessions as needed for new workers.
  - Complete required background checks on volunteers
  - Hold regular meetings with ministry workers for training and motivation
  - Coach volunteers in their spiritual growth (including regularly participation on worship service)
- **Check-in System**
  - Maintain security of children's ministry area
  - Maintain computerized check in system
  - Maintain Emergency Safety Plan
- **Communication**
  - Changes in schedules and updates
  - Communicate and resource volunteers: classroom supplies, curricula, etc..
  - Participate in Staff Meetings attendance
  - Promotion of activities through print, digital, and social media.
- **Budget**
  - Develop and manage the children's ministry budget.



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**Evaluation:** Performance reviews will be conducted annually by the Church Administrator. The Personnel Ministry Team will review the adequacy of the compensation annually at a separate time.

**Physical Requirements** This role requires a great deal of walking, standing, and the ability to lift.