

## CHILDREN'S MINISTER/DIRECTOR

### *Job Description*



Department: **Family Ministry Team**

Type: **Full-Time** (*FLSA Exempt*)

Reports to: **Family Minister**

Last Updated: **August 2021**

### **GENERAL DESCRIPTION**

The Children's Minister/Director serves with the Family Ministry Team and represents Journey Christian Church in oversight and planning. The Children's Minister/Director is responsible for all aspects of programming for children, birth through 5th grade. This includes curriculum implementation, volunteer recruitment and development, classroom management, parent engagement and involvement, and any operational management necessary to ensure successful and constantly improving weekly programs and periodic special events (camps, conferences, trips, service projects, etc.).

### **JOURNEY KIDS | BIRTH - 5TH GRADE**

- Oversee the implementation of biblical, age-appropriate, and relevant programming (classes, programs, service opportunities, events). This includes excellence-in-implementation as well as maintaining facilities and resources effectively.
- Initiate, plan and conduct periodic Family Experiences (FX) in order to inform, train, and encourage parental involvement in the spiritual upbringing of their children.
- Direct the recruitment, training, and development of volunteers as needed to staff children's ministry classrooms and special events.
- Oversee children's registration, check-in processes, classroom management, baptism processes, and safety/security policies and procedures in support of weekend services and periodic special events.
- Coordinate a strategy to reach and integrate new children and their families into the life of the church.
- Coordinate camp weeks and champion our partnership with Camp Como for elementary-age children.
- Coordinate with Journey's outreach and ministry to families with special needs children.
- Strategically plan with the Family Ministry Team for consistency and transitions across all age groups, birth through graduation, celebrating milestones along the way.
- Assist in the development and management of the annual budget for Children's Ministry, being a good steward of the resources provided.
- Partner with the Family Ministry Team and parents to champion the "Orange" strategy.
- Performs all other duties assigned by the Family Minister.

### **EDUCATION AND EXPERIENCE**

A minimum of 3 years experience as a staff member in a church leadership capacity is preferred. Possession of at least a Bachelor's Degree in Ministry, Biblical Studies or a related field is preferred. (Extensive ministry experience, in some cases, may be substituted.)

The successful candidate will be a self-starter with a solid work ethic and a willingness to do what it takes to get the job done. Familiarity with Orange's curriculum is a plus. Basic computer skills, such as a working knowledge of email, web browsers, and programs such as Microsoft Office or equivalents is a must.

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### GENERAL EXPECTATIONS

- Is an immersed, mature believer, committed to the Lordship of Jesus Christ.
- Leads a life governed by God's Word and Spirit, in submission to the Shepherds of Journey.
- Exhibits a high standard of integrity and confidentiality.
- Exhibits confidence and an ability to "think on their feet."
- Ability to organize effectively and meet required deadlines.
- Helps to support and fulfill the mission, vision, core values and goals of the church.
- Willingness to share in general ministry activities, such as weddings, funerals, visits, etc.
- Willingness to help with various ministry tasks—outside of primary focus—with an all-in mentality.

### MINISTRY ENVIRONMENT (CULTURE)

At Journey Christian Church, we strive to be a place where team members at all levels feel valued and are encouraged to contribute and feel a sense of ownership in their respective ministry areas. Organizational health and a winning culture are top priorities for us. Everyone on our staff has buy-in and lives by the following four core values:

• <b>GRACE:</b> We will lead with grace.	• <b>FREEDOM:</b> We want people to be free.
• <b>TRUTH:</b> We will speak the truth in love.	• <b>GENEROSITY:</b> We love to give.

### WORK CONDITIONS

**Hours:** Average of 40 hours per week; regular office hours scheduled with the Family Minister, including two days off each week (usually Friday and Saturday), occasional odd hours as needed for special events

**Compensation:** Competitive salary based on experience and education and benefits.