



CHILDREN'S MINISTER

JOB DESCRIPTION

1. General Description

The Children's Minister of Gateway Christian Church shall be a part of the pastoral team. Is expected to maintain a growing relationship with Christ by committing daily to God's word and prayer. Should be a consistent witness for Christ by maintaining a Christ-like attitude with all people and adhering to the highest moral standards. The Children's Minister's primary focus shall be evangelism and discipleship of the youngest members of the community (nursery through 5th grade). However, the Children's Minister is expected to minister to all members of Gateway Christian Church. When a member of the pastoral team is absent, the Children's Minister shall assist with the duties of the absent person.

2. Lines of Responsibility

A. As a member of the professional staff of the church, the Children's Minister will be:

- i. Responsible to the Senior Minister and Elders for direction. This direction will come through the Senior Minister.
- ii. Expected to attend staff meetings and meet with the Senior Minister regularly concerning the total direction of the church and its programs and ministries.
- iii. Required to develop and share his/her vision for ministry with the Senior Minister and the Elders.

3. Areas of Responsibility

A. Responsible for development and oversight of children's programs (nursery through 5th grade) at Gateway Christian Church. The Children's Minister's overarching goal is to help this group transition into Christian teenagers.

- i. Will be responsible for the recruitment and training of volunteers to work with the children (nursery through 5th grade) and will effectively leverage skills and vision through these volunteers.
- ii. The Children's Minister will be responsible for the programming of children's activities (camps, CIY Superstart, etc.) and will be a resource person for new programs and activities.
- iii. The Children's Minister will offer guidance and serve as a role model to the children, especially in the area of Christian service and help them develop as Christians.
- iv. The Children's Minister will partner with parents and other ministry leaders in

reaching the evangelism of children in the congregation and community.

v. The Children's Minister will seek to maintain personal contact with the children and their parents and be available at their community activities, i.e., plays, concerts, sporting events, etc. Will attend all official church functions.

vi. The Children's Minister will guide the children into a deeper relationship with Christ through the ministries of Gateway Christian Church.

vii. The Children's Minister will seek to establish supportive and collaborative relationships with parents.

viii. The Children's Minister will coordinate schedules of various children's activities with other church functions.

4. Additional Responsibilities

A. Is responsible for coordinating weekly scheduling with the Administrative Manager.

B. Will regularly attend Elders meetings as agreed on with the Elders and Senior Minister and at these meetings will present a written report on activities in the ministry.

C. Will give a quarterly report to the Elders on the spiritual growth and development of those under his/her care at Gateway Christian Church.

5. Annual Plan of Goals and Objectives

A. Annually, will submit a plan to the Elders detailing how he/she will carry out each of the job duties described herein over the upcoming year. This plan shall include:

i. Programs to be implemented in the upcoming year along with the objectives of the program and anticipated results.

ii. Activities he/she will engage in during the upcoming year to meet his non-youth ministry obligations, i.e., professional development, assisting with worship service, etc.

iii. Short and long-term strategies designed to lead children to live and love like Jesus through the children's programs and partnerships with parents.

B. Performance Evaluations

i. The Children's Minister will be subject to an annual performance evaluation by the Elders. The purpose of this evaluation will be to determine if he/she is substantially meeting the obligations found herein, and if not, how he/she can best improve his performance.

ii. The Elders may undertake interim evaluations to review significant programs or as otherwise needed.