



**June 25, 2019**

## **Children's Minister Job Description**

The Children's Minister serves to oversee the children's ministries and works closely with the Lead Children's Minister to promote UCC's outreach to the children of Manhattan and the surrounding areas.

### **Anticipated Time Commitments**

- Forty to fifty hours a week
- Off Saturday and one day during the week, except for emergencies and special occasions
- Camps with the kids - usually commit to one or two a summer (2-6 days total)
- Attend a Conference once a year

### **Qualifications and Skills, Gifts, Talents Required**

- Bachelor's degree from four-year college or university (Bible college desired)
- Experience managing others
- Passion for Children's Ministry
- Understands current children culture or has a willingness to learn
- Relates well to all kinds of people and is able to build effective relationships with kids and parents
- Communicates effectively both interpersonally and corporately with excellent oral and written communication skills
- Ability to bring positive team culture and awareness of culture within ministries, church, etc.
- Self-starter, highly motivated and productive, problem-solver, leader, facilitator, teachable

### **Responsibilities / Duties**

- Collaborate with the Lead Children's Minister:
  - In creative process, administration, programming, etc.
  - To plan and facilitate events and programs for all children (up through 6th grade)
  - To teach the vision to all volunteers, staff, and student leaders
- Create and plan programs, activities, and events for evangelism opportunities, spiritual growth development, and character development
- Recruit and train volunteer leaders to help you with your purpose
- Build and maintain relationships with children, both church and unchurched
- Build and maintain quality relationships with parents
- Network with other children's ministers in the community and region
- Develop and manage the Children's Ministry budget (in collaboration with supervisor)
- Participate with Family Team to fulfill the vision and purpose we have for kids, students, and families
- Involve children in the ministry of the church as a whole, supporting and participating in the church's vision, worship services, and activities
- Oversee some of the programming and ministry to children on Sunday mornings, summer programming, special events, etc.
- Recruit, train and lead "large group" volunteers
- Manage and maintain children's ministry webpage
- Direct related children's ministries, such as VBS, midweek programs, Easter events, summer activities and christmas program (as supervisor deems ready)
- Help parents develop their faith and the faith of their children by offering opportunities for training
- Contact new families with welcoming email

## **Personal Requirements**

- A strong walk with God through a growing personal relationship with Jesus Christ
- Passion and heart to help others find and follow Jesus Christ
- Attend services regularly
- Have integrity, faithfulness and a servant's spirit
- Have enthusiasm for the ministries and leadership of UCC

## **Staff Member Requirements**

- Submit to a background check
- Agreement with our church's vision, goals and statement of faith
- Submit to the leadership of the Lead Minister and Elders
- Accept assignments or tasks requested by Lead Minister, Executive Minister or Lead Children's Minister
- Attend staff meetings, staff retreats and staff lunches
- Provide a weekly report to your supervisor with your goals, accomplishments, prayers, and praises
- Maintain regular office hours
- Involvement with a lifegroup