

LEADERSHIP JOB DESCRIPTIONS

DIRECTOR OF CHILDREN'S MINISTRY JOB DESCRIPTION

GOAL: To draw children to Christ & help them grow in their faith by partnering with parents and raising up a leadership team and a volunteer staff with a vision and passion to impact kids through building relationships as they model and share the truth of God's Word with them in creative ways.

RESPONSIBILITIES:

- To Recruit and work closely with a Ministry Leadership Team that oversees the specific ministry areas & implementation of programs in: Nursery, Preschool, Elementary, Worship, Kid Fuse, PC Fuse, FamilyFuzion, KidFuzion and IPP classes.
- Work with other ministries in the church, partnering with them to better reach and equip families
- Oversee recruiting of all children's ministry volunteers, involving ministry leaders in the process.
- Work with the Ministry Leadership Team in equipping and motivating volunteers with curriculum, resources, training, and appreciation, extra help needed as well as encouraging & challenging them in their own spiritual life.
- Work at passing on purpose and vision to those involved in reaching children.
- Keep the value of children ministry in front of the congregation
- Oversee the provision of a safe, child-friendly environment for children
- Oversee communication for children's ministry—parent newsletter, teacher newsletter, bulletin, flyers, etc.
- Be an active part of the Pastoral Staff Team
- Pray regularly for Children's ministry, volunteers and kids
- Follow-up visiting families with a phone call and letter to the children
- Oversee screening of volunteers

APPOINTMENT: Senior Pastor

RESPONSIBLE TO: Executive Pastor

TERM OF MINISTRY: Open

CHILDREN'S MINISTRY ASSISTANT JOB DESCRIPTION

GOAL: Work closely with Children's Director in leading a children's ministry that draws children to Christ & helps them grow in their faith.

RESPONSIBILITIES:

- Assist in recruiting and working closely with a Ministry Leadership Team that oversees the specific ministry areas & implementation of programs.
- Hands on oversight of the programming and curriculum aspect of the Sunday morning ministry
- Work with the Ministry Leadership Team in equipping and motivating volunteers with curriculum, resources, training, and appreciation, extra help needed as well as encouraging & challenging them in their own spiritual life.
- Work at passing on purpose and vision to those involved in reaching children.

- Oversee the provision of a safe, child-friendly environment for children
- Pray regularly for Children's ministry, volunteers and kids
- Work with Administrative Assistant in the screening of volunteers

APPOINTMENT: Executive Pastor/Children's Director

RESPONSIBLE TO: Children's Director

TERM OF MINISTRY: Open

CHILDREN'S MINISTRY ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

GOAL: To assist the Children's Director and Assistant in a variety of ways to draw children to Christ & help them grow in their faith.

RESPONSIBILITIES:

- Record weekly attendance and distribute to staff each week before staff meeting
- Oversee the Church Protection Policy Screening
- Creating publicity, flyers, postcards/Mailings/Data Base Upkeep/Filing and organization
- Maintain classrooms forms—nametags, supplies forms, etc.
- Oversee the Resource Center
- Phone calls
- Be involved in the Kid Konnection Team meetings once a month
- Help plan and implement special events
- Assist with training, appreciation, outreach and other special events
- Pray regularly for Children's ministry, volunteers and kids

APPOINTMENT: Children's Director/Executive Pastor

RESPONSIBLE TO: Children's Director

TERM OF MINISTRY: Open

MINISTRY COORDINATOR JOB DESCRIPTION (Preschool/Elementary—Sunday Ministry)

GOAL: To give programming oversight, as well as encouragement, support, training to class leaders and children's teachers as they seek to help children grow in their knowledge and understanding of God and His Word.

RESPONSIBILITIES:

- Work with Ministry Leadership Team in providing direction, training & appreciation for the year
- Regular contact with class leads, being in touch with both personal/spiritual & ministry needs in a caring relationship.
- Periodic contact with children's leaders outside of Sunday morning to touch base
- Help find solutions to problems children's leaders are experiencing in the classroom
- Oversee administrative tasks—attendance, registration cards, supplies needed
- Work with Children's Director in selecting curriculum
- Oversee the implementation of the curriculum in your area of ministry

- Work with scheduling volunteers when needed and finding substitutes when necessary
- Spend regular time praying for the volunteers
- Attend the monthly Kid Konnection meetings
- Working closely with the leadership team in ministry wide events and planning
- Make sure protection policy is being implemented

APPOINTMENT: Children's Director/Executive Pastor

RESPONSIBLE TO: Children's Director

TERM OF MINISTRY: 1 full year (Sept—August) 2-year commitment preferable

WORSHIP COORDINATOR JOB DESCRIPTION

GOAL: To Oversee & develop a team to teach & lead children in worship through music as well as other creative means.

RESPONSIBILITIES:

- Recruit to and build a team to oversee worship for your age group, equipping them with vision & tools/training to lead children in worship
- Stay current with new songs that kids will enjoy singing
- Work closely with Ministry Coordinators of Preschool, Elementary
- Work with sound & PowerPoint people to coordinate worship
- Assist Leaders in scheduling and administrative tasks

APPOINTMENT: Children's Director/Worship Pastor

RESPONSIBLE TO: Children's Director

TERM OF MINISTRY: September—Mid-June

PC FUSE DIRECTOR JOB DESCRIPTION

GOAL: To give direction and oversight to this ministry as we seek to partner with parents. Working closely with hospitality leader, large group programming leader and activity leader.

RESPONSIBILITIES:

- Provide leadership through regular contact with hospitality leader, large group programming leader and activity leader, development, problem-solving, encouragement and appreciation
- Plan and implement monthly event
- Attend the monthly Kid Konnection Team planning meetings
- Make sure protection policy is being implemented

APPOINTMENT: Children's Director/Executive Pastor

RESPONSIBLE TO: Children's Director

TERM OF MINISTRY: 1 year—2 years preferable

NURSERY COORDINATOR JOB DESCRIPTION

GOAL: To build a ministry team of loving, caring and trained staff providing a safe & loving place for infants and Toddlers to experience the love of Christ.

RESPONSIBILITIES:

- Provide direction, training & encouragement/appreciation for the Nursery volunteers (work with leadership team when possible in these areas).
- Keep the Nursery in good working order and supplies on hand
- Build & train a team of volunteers helping them develop a heart and vision for this ministry
- Oversee scheduling & finding substitutes when necessary
- Staff with volunteers or paid staff if necessary for specific church wide events outside of Sunday morning (i.e. Holiday services; Wednesday Night Choir and Clubs)
- Work through the process of New Birth through Dedication getting it on paper and overseeing the implementation of it—to include reaching out to new parents with a small gift basket and visit to the family, encourage dedication & helping them understand our core family value
- Make sure a rose is in place on the day of dedication
- Make sure protection policy is being implemented and applications are filled out and processed through the Children’s Ministry Office.

APPOINTMENT: Children’s Director/Executive Pastor

RESPONSIBLE TO: Children’s Director

TERM OF MINISTRY: 1 full year (Sept-Aug)—2 years preferable

SUNDAY MORNING MINISTRY JOB DESCRIPTIONS

ELEMENTARY CLASS (1st Hour) LEAD TEACHER JOB DESCRIPTION

GOAL: To provide classroom organization, administration & leadership to the other teachers seeking to build a team that can effectively minister to children in your classroom.

RESPONSIBILITIES:

- Provide organizational direction for the other teachers and encourage a sense of team, making sure attendance, follow-up on absent children, needed supplies requested, etc. are being carried out
- Spend necessary time in preparation & prayer each week as well as delegating areas to the other children’s leaders within the classroom
- Work toward developing open, supportive relationships with the children & teachers
- Be present 15 minutes before class begins
- Obtain a substitute when absent
- Work closely with Ministry Coordinator communicating any needs, frustration, ideas, etc.
- Get registration info from visitors
- Initiate the maintenance of the visual appearance of the classroom to include floor plan & bulletin boards
- Make sure the protection policy is being implemented in your classroom

APPOINTMENT: Children’s Director/Ministry Coordinator

RESPONSIBLE TO: Ministry Coordinator

TERM OF MINISTRY: September—Mid-June

PRESCHOOL & ELEMENTARY CHILDREN'S TEACHER JOB DESCRIPTION

GOAL: To provide the opportunity for a child to grow in their knowledge & understanding of God's Word and come to a saving knowledge of Jesus Christ as you seek to build a relationship with the child and communicate God's Word to them.

RESPONSIBILITIES:

- Spend necessary time in preparation & prayer each week
- Work toward developing open, supportive relationships with the children as well as other teachers.
- Be present 15 minutes before class begins
- Obtain a substitute when absent (Ministry Coordinator/lead teacher will assist as needed)
- Work closely with lead teacher in planning, communicating any needs, frustration, ideas, etc.
- Attend Large Group Trainings and teacher enrichment times as determined by your ministry coordinator
- Follow protection policy

APPOINTMENT: Children's Director/Ministry Coordinator/Class Lead

RESPONSIBLE TO: Ministry Coordinator/Class lead

TERM OF MINISTRY: September—Mid-June

ELEMENTARY SHEPHERD JOB DESCRIPTION—2ND HOUR

GOAL: To Intentionally invest in a small group of children to help them grow in their faith through modeling, relationship, teaching & prayer.

RESPONSIBILITIES:

- Pray for students
- Spend necessary time in preparation each week
- Seek to build a relationship with a small group of kids and their parents, leading a small group time each week, helping them apply the Bible truths from the teaching, praying with them, working toward a sense of community, etc.
- Work closely with second hour Ministry Coordinator
- Obtain a substitute when absent (preferable a parent of one of your students)
- Attend large group trainings and teacher enrichment times with Ministry Coordinator & team
- Initiate communication with parents of children in your small group
- Be present by 10:30 a.m.
- Follow protection policy

APPOINTMENT: Children's Director/Ministry Coordinator

RESPONSIBLE TO: Ministry Coordinator/Class lead

TERM OF MINISTRY: September—Mid-June

CLASSROOM HELPERS (Adult or Youth) JOB DESCRIPTION

GOAL: To work alongside and support teachers as they provide the opportunity for children to grow in their knowledge & understanding of God's Word and come to a saving knowledge of Jesus Christ.

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RESPONSIBILITIES:

- Work toward developing open, supportive relationships with the children
- Pray for the students
- Be present 5 minutes before class begins
- Obtain a substitute when absent (Ministry Coordinators will assist as needed)
- Work in a supportive role in the classroom, follow direction of the lead teacher
- Follow protection policy

APPOINTMENT: Children's Director/Ministry Coordinator

RESPONSIBLE TO: Class Lead/Ministry Coordinator

TERM OF MINISTRY: September—Mid-June

OTHER MINISTRY JOB DESCRIPTIONS

DRAMA MINISTRY JOB DESCRIPTION (PC Fuse)

GOAL: To provide a creative teaching tool through the use of drama

RESPONSIBILITIES:

- Become a part of a team that ministers to kids and their families through drama
- Attend drama rehearsals
- Set aside pre-determined Fridays for production each month
- Memorize lines
- Debrief and evaluate with team after production

APPOINTMENT: Children's Director/Ministry Coordinator

RESPONSIBLE TO: Ministry Coordinator/PC Fuse Director

TERM OF MINISTRY: September—Mid-June

TECHNICAL COORDINATOR JOB DESCRIPTION (Sunday Morning/PC Fuse)

GOAL: To provide leadership, coordination and oversight for the technical portion of programming.

RESPONSIBILITIES:

- Build a team of students and/or adults and train them technically
- Oversee the scheduling of leaders for the technical needs of the 3 ministry areas

APPOINTMENT: Children's Director/Ministry Coordinator

RESPONSIBLE TO: Ministry Coordinator/PC Fuse Director

TERM OF MINISTRY: September—Mid-June

PC FUSE HOSPITALITY COORDINATOR JOB DESCRIPTION

GOAL: To provide oversight and coordination for the once a month meal preparation, serving and clean-up for PC Fuse.

RESPONSIBILITIES:

- Work with a team to determine menu
- Purchase needed food items/work with caterer
- Oversee donations and paying caterer as needed
- Recruit and work with a team to prepare and serve food to families
- Oversee clean-up

APPOINTMENT: Children's Director/Ministry Coordinator
RESPONSIBLE TO: Ministry Coordinator
TERM OF MINISTRY: September—Mid-June

PC FUSE ACTIVITY COORDINATOR JOB DESCRIPTION

GOAL: To provide oversight and coordination for the once a month equipping and fun family activities for PC FUSE.

RESPONSIBILITIES:

- Work with PC Fuse Director to determine theme and direction
- Plan variety of fun activities that help parent and kids connect as well as help equip parents
- Recruit and work with a team to prepare and lead activities
- Oversee purchasing of needed items

APPOINTMENT: Children's Director/PC Fuse Director
RESPONSIBLE TO: PC Fuse Director
TERM OF MINISTRY: September—May

PC FUSE WORSHIP LEADER JOB DESCRIPTION

GOAL: To lead families in an upbeat, real time of fun worship, modeling and equipping through a shared experience

RESPONSIBILITIES:

- Work with PC Fuse Director to determine theme and direction for music—keeping in mind the age span of preschool and elementary.
- Attend once a month rehearsal
- Set aside one Friday Night a month for production each month
- Help equip/teach parents "along the way"

APPOINTMENT: Children's Director/PC Fuse Director
RESPONSIBLE TO: PC Fuse Director
TERM OF MINISTRY: September—Mid-June

KIDFUZION EXTREME

GOAL: These are fun events for kids and their friends, that provide a place for friendships to grow outside of church and are an outreach opportunity for kids to bring their friends to.

RESPONSIBILITIES:

- Recruit and work closely with a leader for each event
- Assist leader in developing a team for the event

- Oversee the planning and implementation of the event
- Determine the best way to follow up kids who attended
- Make sure the environment is safe for kids and our protection policy is being implemented

FAMFUZION LEADER

GOAL: These are fun events for families and their friends, that provide a place for friendships to grow outside of church and are an outreach opportunity for kids to bring their friends to.

RESPONSIBILITIES:

- Recruit and work closely with a leader for each event
- Assist leader in developing a team for the event
- Oversee the planning and implementation of the event
- Determine the best way to follow up families who attended
- Make sure the environment is safe for kids and our protection policy is being implemented

OTHER OPPORTUNITIES JOB DESCRIPTIONS

SNACK TIME COORDINATOR—Plan, prepare and distribute a snack each week for preschool & elementary children. (2 Years—5th Grade)

SOCIAL EVENTS COORDINATOR—Help plan social events for elementary students to help them get to know each other better and build friendships within the church.

OUTREACH EVENTS—Help plan and work with a team to implement outreach events for elementary children.

DECORATOR & DESIGNER—Help create different environments for different themes throughout the year as well as help to make room's kid-friendly.

RESOURCE CENTER COORDINATOR—Order supplies and maintain order in the Resource Center. Oversee check out, be available to give ideas and help teachers locate resources. Oversee flannel graph check out and return.

ADMINISTRATIVE ASSISTANT—Assist Coordinators with administrative tasks such as: creating flyers, word processing, mailings.

CRAFT PREPARER—Prepare crafts ahead of time for the teacher of the preschool classes.

VIDEO/DIGITAL CAMERA—Work with teachers who want to video tape or use the camera as a teaching tool as well as help prepare for special events using video or pictures.

POWERPOINT—Assist in preparing PowerPoint presentations for worship and/or for special events

CHILDCARE WORKER/VOLUNTEER—Oversee and/or caring for children (usually younger) for special events.