

CHILDREN'S MINISTRY LEADER

Job Summary

The Children's Ministry Leader is responsible for developing and maintaining all ministry programs related to children that are consistent with the vision and core values of Grace.

Remuneration

Pay shall be \$17.00 per hour for 10-15 hours per week. These hours shall include Sundays, Mondays, and some Saturdays.

Two weeks paid vacation shall be provided.

Accountability

1. The Children's Ministry Leader will ultimately be accountable to the Consistory with day to day supervision by the Lead Pastor.

Specific Responsibilities

Coordinate Children's ministries (Nursery - 5th grade)

1. Recruit, equip, and empower volunteers.
2. Create and effectively manage the children ministry's budget.
3. Purchase and prepare materials that are needed.
4. Communicate consistently with parents to ensure them of their child's safety as well as provide the tools they need for spiritual leadership.
5. Maintain classroom safety by ensuring all child safety measures are being adhered to, including adequate staffing and monitoring of classrooms.
6. Set up, clean up and breakdown rooms in preparation for children's ministry activities.
7. Manage classroom check-in, checkout, and child-volunteer ratios.
8. Communicate with children in a Christ-like manner providing positive reinforcement and encouragement. Engage with children during play, worship, and art activities.
9. Oversee and organize events through volunteers.

10. Communicate with Staff and the Congregation the materials being taught.
11. Be available to participate in staff meetings at mutually agreed upon dates and times.