

# Saturn Road Children's Minister

The Children's Minister is expected to oversee a comprehensive ministry of excellence to children, Birth - Grade 5, partnering with their parents, families and our church family to facilitate spiritual growth and discipleship in our children.

## Nature and Scope of the Position:

- Provides vision, organizational design, programming, communications and other issues regarding the ministry to children, ages Birth to Grade 5 and their families.
- Oversees Bible Classes (Sunday and Wednesday), Nursery, Bible Hour, Special Events, and Special Programs.
- Acts as supervisor to Elementary Coordinator, Early Childhood Coordinator, Nursery & Kidcare Coordinator, and the Youth and Children's Administrative Assistant.
- Reports to the Elders.
- Prepares and administers Children's Ministry budget.
- Provides adequate number of trained staff, volunteers, and resources to carry out programs for ages Birth-Grade 5.
- Helps provide mentoring, resources and training for families and parents.

## Qualifications:

- Deeply committed Christian, including a strong biblical foundation and biblical knowledge.
- A passion for ministry to children with a relational ministry style.
- Proven leadership, management, conflict resolution, and people skills with the ability to motivate, encourage and mentor others.
- Children's Ministry leadership and/or children's Bible class teaching experience required.
- A degree or background in Education, child development, ministry, or curriculum development desirable but may be waived in lieu of experience and associated references.
- Deeply committed to biblically sound, spiritually-impactful, high-quality children's classes.
- Excellent organizational, goal-oriented and multitasking skills.
- Visionary and creative abilities.
- Strong oral and written communication skills.
- Teachable team player with high level of self-initiative.

## Essential Duties and Responsibilities include, but are not limited to, the following:

- Provides vision and manages overall organizational design and oversight of Children's Ministry programs.
- Serves as an advocate, role model, spiritual mentor, resource and encourager of our children and their families.
- Recruits, hires, trains, leads, schedules and provides direction to staff and volunteers in all children's programs, ages Birth-Grade 5. Provides clear expectations, deadlines, and boundaries, as appropriate.
- Selects, evaluates, creates and monitors overall curriculum for Children's Ministries for ages Birth-Grade 5.
- Coordinates yearly program calendar with other ministries.
- Communicates facility upkeep and improvement needs for Children's Ministries.
- Creates and oversees policies and procedures to provide a safe, quality environment for children.

- Develops and oversees ministries and programs designed to enhance and encourage families as primary faith educators of their children.
- Develops recruitment strategies that enhance lay involvement in Children's Ministries.
- Communicates vision and purpose of Children's Ministry to the church family.
- Responsible for all communications of children's programs, events, and responsibilities to parents, children, staff and volunteers.
- Personally communicates promptly with new members and visitors who have young children to introduce them to the Children's Ministry.
- Works closely with the Youth Ministers to achieve a smooth transition and comprehensive spiritual goals.
- Works with the Tuesday/Thursday Preschool Director to coordinate use of rooms, equipment, and supplies and to facilitate success and partnership with that ministry.
- Maintains good communication and relationships with the Saturn Road ministers, staff, shepherds and deacons. Be a team player.
- Uses personal talents and gifts to serve the church and its programs and ministries.
- Pursues right relationships with all members of the body of Christ.

**Personal Life:**

- Lives with integrity.
- Maintains a healthy family life.
- Evidences a commitment to God's Word and a personal prayer life.