



West Side Church of Christ

Job Description for Children's Minister

Title: West Side Church of Christ Children's Minister

Full/Part-Time: Part-Time

Supervisor: Senior Minister

Purpose of the Job

The Children's Minister is responsible for the direction, coordination, and management of the nursery, preschool and elementary environments to positively enhance the spiritual growth of our children. They will work with the church leadership to develop, implement, and engage parents to be leaders in the spiritual formation of their children.

Essential Job Responsibilities

- Provides leadership and shepherds children, families, and volunteer staff.
- Coordinates and provides age-appropriate weekend discipleship and worship environments.
- Recruits, trains, leads, and supports the volunteer teaching staff.
 - Establishes an orientation for first-time teachers.
 - Participates in and/or assigns someone to observe first-time teachers.
 - Establishes an ongoing oversight program for all children's volunteers.
- Routinely evaluates the effectiveness of the children's ministry and makes adjustments as needed.
- Identifies opportunities to collaborate with leadership, parents, and ministry teams.
- Responsible for parent communications.
- Coordinates Sunday morning environments and handles challenges when they come. Assigns a volunteer to fill in when teaching or absent.
- Teaches in the Sunday morning teaching rotation at least once a month.
- Establishes an organizational and cleaning procedure for nursery through elementary spaces. This includes how spaces are cleaned up and shut down following services as well as scheduling for cleaning toys and common touch items.
- Oversee the organization of an annual Vacation Bible School program.
- Oversee the organization of an annual Children's Christmas program.
- Organize at least four special events for children annually.
- Coordination of background checks for all staff involved with children.
 - Instruct all children's volunteers that a background check and sexual abuse training must be completed.
 - Help volunteers navigate the background check process.
 - Works with the background check coordinator to keep backgrounds current.



- Develops and maintains a check-in/check-out procedure for children's ministry programming.
- Schedules and trains a person to work the lobby on Sunday morning to receive guests with children and helps them navigate to children's check-in.
- Attends and serves at the annual church sponsored week of camp at Butler Springs Christian Camp.
- Helps maintain content on the church website and social media platforms.
- Attends Church Board meetings to report on the Children's Ministry.
- Performs other duties as assigned.

Requirements

- WSCOC member or willing to transfer membership to WSCOC.
- Satisfactory Background Check.
- Models a Christ-centered life.
- Displays evidence of continuous development of personal character and competency as well as attention to team chemistry.

Desired Skills & Abilities

- Leadership.
- Previous related experience.
- Passion for children and families.
- Strong organizational skills and flexibility.
- Ability to build and lead volunteer teams.
- Ability to communicate effectively with both children and adults.

Office Expectations and Salary and Benefit Package

- Paid by the hour bi-weekly.
 - Average hours of work week to be determined after 3 months.
- One (1) work week paid time off, including 1 Sunday paid.
 - 3 additional work weeks of unpaid time off.
 - Sunday taken off not to exceed 4 per year.
 - Required attendance at Christmas Eve and Easter services.
- Performance reviews will be conducted annually unless additional reviews are requested by either party. Quarterly "check-ins" will be conducted for the purpose of keeping both employee and supervisor on the same page on progress and expectations.
- This job description is subject to change and will be reviewed on a collaborative basis with the employee for clear expectations and to meet the direction of the church.
- The church will provide a computer and office space.

Supervisors Signature

Date

Employee Signature

Date