



Children's Minister

Reports To: Senior Minister of Jefferson Street Christian Church

Positions Supervised: Student Minister

POSITION SUMMARY: The Children's Minister is commissioned to glorify God by helping Jefferson Street Christian Church disciple the next generation. The Children's Minister will oversee the design of Biblical teaching of children from birth through High School, working closely with the Student Minister to provide continuity and consistency as children transition to the Student Ministry program.

GENERAL RESPONSIBILITY: To provide Biblical leadership in helping the church coordinate a focused teaching plan for the children and youth of the congregation. The Children's Minister will give oversight to the volunteer teachers of the ministry. Convey the Mission, Vision and Values of Jefferson Street Christian Church.

SPECIFIC RESPONSIBILITIES:

1. Design and oversee classes for all programming for children and youth.
2. Recruit and train teachers and other volunteers for the ministry.
3. Provide oversight and shepherding to volunteers in the ministry.
4. Coordinate and lead VBS and other special children's programs throughout the year.
5. Create and oversee the annual budget for the children's and youth ministries.
6. Maintain records on all families involved in this area of the church life.
7. Maintain an up-to-date list of positions and names and contact information of volunteers.
8. Make pastoral calls on families with needs (e.g., new babies, children in the hospital).
9. Model for and encourage volunteers in the children's ministry program to build personal relationships with the children and their families.
10. Oversee any interns in the Children's Ministry.
11. Participate in staff meetings and retreats.
12. Encourage and facilitate intentional family connections.
13. Respond to other duties as deemed suitable and necessary by the Senior Minister of Jefferson Street Christian Church.

POSITION QUALIFICATIONS:

Education: This position prefers a Ministry Degree. A qualified candidate without a degree but with the exceptional, proven life and professional experience will also be given consideration. Ordination is desired.

Skills & Abilities: Ability to work with and understand the developmental stages of children and youth. Exceptional communication and organizational skills and the ability to lead a team of volunteers and to communicate effectively with parents or guardians. Proven ability to identify, recruit and train volunteers. This person will be an immersed believer in Jesus Christ and be a member in good standing with the Christian churches/Churches of Christ non-denominational. This person will be expected to become a member of Jefferson Street Christian Church.

Work Environment: The church will provide an office, computer and general supplies to fulfill job responsibilities. The Children's Minister will be expected to post at least 15 hours of regular office time each week with flexibility for evening meetings, classes, etc. This position is a minimum of 40 hours per week with Sunday considered a work day.