

CHILDREN'S MINISTRY
SUNDAY EVENING STAFF
Job Description

POSITION REPORTS TO: Children's Ministry Pastor
POSITION SUPERVISES: Ministry Teams (volunteers)

JOB SUMMARY

Work with Children's Ministry Pastor to develop curriculum and coordinate Sunday evening program, Birth through grade 6, consistent with the Sunday morning protocol. Recruit, train, equip and develop ministry teams serving in Sunday evening program.

ESSENTIAL FUNCTIONS

- Work with other Sunday evening program staff to lead and manage the Sunday evening program experience
- Spiritual maturity to shepherd, counsel, disciple, or pray with adults, youth and children
- Encourage, support and resource ministry teams for effective service in Sunday program
- Ongoing recruitment, scheduling and training of ministry partners to promote growth, development and overall ministry effectiveness
- Set-up, clean-up and maintaining of classrooms – supplies stocked, rooms ready for use, toys cleaned/maintained/replaced, rooms cleared at end of the day
- Ensure policies and procedures are communicated and followed by ministry teams, children and parents
- Ensure security system (check in/check out) system is implemented and functioning as designed and effective emergency procedures are in place
- Attend weekly ChangePoint and Children's Ministry Staff meetings
- Assist and support ongoing Children's Ministry events
- Committed to praying for the program, children, families and ministry teams

JOB REQUIREMENTS & QUALIFICATIONS

- Strong and growing faith in Jesus Christ, recognize the Bible as the authoritative word of God, a heart set on following Him, and a track record of upward personal growth
- Ability to give effective direction to a large and diverse group of volunteers and be a on the floor problem solver
- Communication and interpersonal skills that enable building relationships with parents, teachers, and staff
- Passion and ability to help children begin and grow in faith and knowledge
- This job description reflects general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences, to equalize peak work periods, or otherwise balance the workload.