

Sharon Community Presbyterian Church

Children's Minister Job Description

May 1, 2018

Position Title:	Children's Minister
Reports to:	Pastor, Head of Staff
Committee Support:	Christian Education
Status:	This is a salaried, non-exempt position
Compensation:	\$12,000 annually (\$1,000 monthly) with 5 weeks paid vacation – the week after Easter, Labor Day, the week after Christmas, plus two weeks of your choosing
Purpose:	To serve our vibrant congregation in the education and nurturing of children age 3 through 5 th grade. To reveal the love and grace of the Savior Jesus Christ to our children, and to help them to grow in relationship with Christ through study of scriptures, prayer, worship, and service.

Sharon Community Presbyterian Church has experienced increased membership of young families in our community, and we are looking to hire a part time Children's Minister who will be dedicated to the spiritual nurturing and development of our children.

Responsibilities:

1. Plan and lead Children's Church during the worship hour.
2. Recruit, train, and coordinate volunteers for Children's Church, Children's Sunday School, and Children's Ministry Events.
3. Offer a Children's Message during worship prior to children being dismissed for Children's Church.
4. Plan and lead Children's Ministry events quarterly (Lent/Easter, Vacation Bible School, Trunk or Treat, and Advent/Christmas). Use community events to raise awareness about Sharon Church and promote participation in our church.
5. Participate in Christian Education (CE) Committee meetings monthly.
6. Communicate with CE Committee/Chair regularly.
7. Communicate with staff and families using e-mail, newsletters, seasonal fliers, bulletin boards, web page etc. to connect and inform about our programming.
8. Meet weekly with the Pastor.
9. Work with the CE Committee to create and effectively manage the Children's Ministry budget.

Personal Qualifications:

1. Has a personal, active, and growing relationship with God through Jesus Christ, through Bible reading, prayer, and Christian community.

2. Has a genuine love of children, the heart of a teacher, and has patience and sensitivity.
3. Ability to listen and work with families, staff, and volunteers.
4. Physically capable of sustained activity.

Professional Qualifications:

1. Preferably have an educational background in Christian Ministries or Elementary Education.
2. Proficient in use of computer software to create electronic and printed media in various forms to promote events and introduce curriculum.
3. Ability to lead worship in Children's Church, delivering an age appropriate Biblical message and using music for praise and worship.
4. Ability to plan activities, deal with unexpected circumstances, staff classrooms and events, address emergencies, and guide groups of children.
5. Strong organizational skills and effective communication skills with people of all ages and backgrounds.

General Expectations:

1. Always exhibit professionalism with a neat appearance and appropriate attire.
2. Always be conscious of the need for confidentiality.
3. Exercise discernment and wise judgment.
4. Pay particular attention to details and follow up on any delegated tasks.
5. Should be a self-starter and a leader.
6. The successful candidate will have a light heart and love to laugh.
7. Must pass all state required background checks and clearances.