

# Central Christian Church

## POSITION DESCRIPTION

**Position Title:** Children's Minister

**Title of Supervisor:** Senior Minister

### Summary

The Children's Minister has the responsibility to ensure that the ministry to children from birth through 5th grade and their parents aligns with the beliefs, values, and strategy of Central Christian Church. They will possess the ability to mobilize volunteers to provide a safe, caring environment where kids experience the love of Jesus.

### Essential Duties and Responsibilities

- **Safety**
  - Implement and monitor check-in/out for children's ministry programming
  - Establish and maintain department policies and emergency procedures
  - Create welcoming and safe classroom environments
  - Responsible for ongoing implementation of CCC's Child Protection Policy
- **Structure**
  - Organize, plan, and coordinate weekly ministry programming on Sundays and Wednesdays
  - Oversee curriculum selection and implementation
  - Construct and manage Children's Ministry budget
  - Maintain adequate supplies and ensure classrooms are prepared for programming
  - Communicate vision and direction to volunteers, church members, and church leadership
  - Attend weekly staff meetings and monthly board meetings
- **Staffing**
  - Supervise Children's Ministry Assistant, Nursery Coordinator, and Nursery Assistants These responsibilities include administrative oversight of employees, evaluating performance, counseling supervised employees, addressing complaints, attempting to resolve issues, and consulting with the Senior Minister and Personnel Committee when further action may be necessary
  - Recruit, train, and encourage volunteers
  - Manage schedule for paid and volunteer staff to ensure adequate adult/child ratios
- **Special Events**
  - Organize and facilitate special events
  - Plan and coordinate summer day camp (VIVID)
  - Assist volunteers with annual Back to School benevolence program

### Relationships

- Display a Christ-like attitude in dealing with staff, church members and others alike.

