

PLAINFIELD CHRISTIAN CHURCH

EARLY CHILDHOOD MINISTER

JOB DESCRIPTION

SCOPE OF POSITION

The Early Childhood Minister's role is to provide supervision and oversight of all areas of Children's Ministry, nursery through preschool aged kids. This role will work closely with the Elementary Minister in developing programs and opportunities to engage parents in the spiritual development of their children. The position reports to the Next Gen Director and is part of the Next Gen Ministries team. This role also includes maintaining a positive and reciprocal relationship with the PCC Preschool.

GENERAL DUTIES/RESPONSIBILITIES

Vision and Mission

- Maintain a vision and philosophy of ministry that works in concert with the overall mission of PCC.
- Provide a plan and process for the spiritual formation of children ages birth through pre-K.
- Establishes and implement short-range and long-range goals to strengthen and enhance the Early Childhood ministry.
- Develop and direct weekly Sunday programming including curriculum, classroom environments, teaching strategy, and large group worship.
- Provide input and support for Next Gen ministry events such as Vacation Bible School, Treehouse Christmas (a yearly outreach holiday event), and other NextGen events as needed.
- Oversee and plan Baby Dedication Day event.
- Oversee and plan 2nd and 3rd grade summer camp weekend.
- Provide oversight to the children's Sunday morning programming including birth through pre-K.
- Work with the Director of PCC preschool to ensure effectiveness of all programming.
- Perform any other duties assigned by the Senior Minister, Executive Director, or Next Gen Director.

Volunteer Leadership and Training

- Recruit and develop volunteers for birth through pre-K levels of teaching and service in the Early Childhood Ministry, matching giftedness to meaningful service.
- Provide direction and scheduling for all volunteers serving birth through pre-K children including team leaders, classroom teachers and assistants, worship leaders, and nursery care providers.
- Support volunteers with necessary curriculum, resources, and ancillary materials to achieve optimal spiritual influence for all children in nursery through preschool.
- Create a positive environment that shows volunteers they are appreciated and necessary for an effective Early Childhood ministry.
- Mentor, shepherd, and disciple volunteers to become leaders who exemplify the love of Jesus in all aspects of their life.

Family Advocacy

- Support and partner with parents in spiritually leading their children by resourcing them with helpful tools.
- Engage parents to create a partnership in raising their children to follow Jesus.

- Ability to engage and motivate parents in the process of the spiritual formation of their children.

GENERAL QUALIFICATIONS

- Exhibits a growing relationship with Jesus Christ.
- Has a thoughtful well-stated philosophy of ministry, including the ability to articulate the role and balance of the church and the family in spiritual formation.
- Ability to envision this position as a ministry that has a heart for children and their families.
- Maintain an understanding and agreement with the values and beliefs of Plainfield Christian Church.
- Demonstrate the presence of spiritual gifts such as leadership, administration, faith, discernment/wisdom, and knowledge/teaching.
- Demonstrate the ability to relate well with people of all ages and to work effectively with other staff and volunteers, and to foster a spirit of unity in a team environment.
- Thrive in a team environment and is naturally inclined to take the lead when given the opportunity in a collaborative fashion.
- Ability to plan, organize, prioritize, schedule and coordinate work tasks and projects independently and with a team.
- Display strong written and verbal communication skills.
- Demonstrate the ability to multiply himself or herself through effective recruitment, training, coaching, mentoring, and empowering of volunteers.
- Proficient in the Microsoft Office suite and other appropriate technology.

EDUCATION AND EXPERIENCE

The Early Childhood Minister will have a minimum of 3 years of experience in Children's ministry and hold a 4-year degree in Early Childhood Ministry or its equivalent from an accredited Christian College or University.

SUPERVISORY RESPONSIBILITIES

The Early Childhood Minister provides support and supervision for all children ages birth through pre-K, and all volunteers needed to fulfill programming needs.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the general duties of this job. While performing the duties of this job the employee is regularly required to stand, walk, sit, and to use sufficient hand, arm, and finger dexterity to operate computer equipment. Requires light physical work associated with moving supplies, participating in children activities and similar. Requires visual acuity to read words and numbers and for text and email communication. Requires speaking and hearing ability to communicate effectively in person and over the phone.

WORK ENVIRONMENT

The work environment characteristics are those generally associated with an office setting, luncheon setting, conference setting, and consistent with vocational ministry requirements.

EMPLOYMENT STATEMENT

Nothing in this job description restricts Church leadership's right to assign or reassign duties and responsibilities to this job at any time. All terms and conditions of Plainfield Christian Church at-will employment, duties, and responsibilities are subject to the Plainfield Christian Church Employee Handbook.

WORK HOURS

This position is full-time, exempt, At-Will position. The hours will vary based upon church need and may include evening and weekend hours.

COMPENSATION

This is a salaried position and includes a full benefits package including healthcare, retirement simple IRA plan, paid vacation, paid holidays, and cell phone stipend. Compensation will be commensurate with qualifications and experience of the candidate.

