



## **Children's Ministry Lead and Pastoral Team Administrative Support**

**PURPOSE:** To serve the Lord and Carmel Presbyterian Church by providing oversight and leadership in the following areas related to preschool and elementary students: biblical teaching, worship, fellowship, evangelism, discipleship, servanthood, administration. Provide age-appropriate curriculum to the children and resources to the parents for discipleship at home.

**ACCOUNTABILITY:** Reports to the Family Life and Students Pastor and Pastoral Team

Weekly Hours: Full-time 40 Hours Per Week

Pay: \$28 Per Hour

### **Children's Ministry RESPONSIBILITIES:**

#### Generally

Loving and praying for children and families. Making disciples by providing biblical teaching, creating fun/safe spaces and opportunities for fellowship, and building relationships with kids and their parents.

#### Specifically

Work with the Family Life Pastor and other key staff and volunteers to:

- Lead Sunday morning Sunday School and nursery
- Lead a Mid-Week Kids Program
- Recruit, train, and supervise volunteers
- Outreach to children and families (Work with Family Life Pastor to Coordinate- 4/year)
- Administrative duties related to children's ministry including ongoing safety protocols, background checks, church-approved safety training, room preparation, clean up, and regular communication with all parties
- Attendance at weekly staff meetings, monthly committee meetings, all-church events and other meetings as needed
- *As Time permits:*
  - Disciple children and parents/guardians
  - Assist in developing opportunities for children to participate in Sunday worship
  - Develop and lead VBS

- Partner with staff and volunteers to create a comprehensive family ministry plan

**Family Life and Pastoral Team Administrative support:**

1. Administrator for Youth Summer Camps and Winter Camp
2. Send Out a Weekly e-newsletter for families
3. Ordering of Materials and Supplies for Youth and Children's Ministries
4. Provide administrative support Senior and Assistant pastors as needed
5. Other duties as may be assigned consistent with the rationale for this position.

**SCHEDULE:** This is a full-time job that requires dedication and time invested in children and families. Work hours will be flexible and will be determined together with the supervisor.

**REQUIREMENTS:**

1. Excellent communication and social skills.
2. Willing to take direction and exercise adaptability
3. Has a teachable spirit and works well in a team environment.
4. Must possess at least a High School degree.
5. Competent understanding of the Bible and the execution of Curriculum
6. Experience working with children and families.
7. A love and a calling to disciple children and families.
8. A desire to be part of an encouraging, transparent and fun team.

**HIGHLY DESIRABLE:**

1. Bachelor's degree and/or graduate degree in ministry.
2. Experience training and leading other volunteers is a plus.