



## Job Description: Children's Minister

### Purpose & Overview

As part of the Family Ministry Team, the Children's Minister will walk with parents and children to help them take their next step in Christ, in Community and in the World. They will oversee all aspects of the church's ministry to children through direct ministry and through building a vibrant team of volunteers. This position oversees birth through 4th grade with an emphasis on 1st through 4th grade.

This position is full-time (salaried/exempt - forty hours per/week plus) and includes benefits such as health insurance, a retirement plan, and paid time off (PTO). The Children's minister collaborates with other staff and reports to the Associate Pastor of Connections.

### Qualifications

#### Spiritual & Theological:

- Faith in the Lord Jesus Christ alone for salvation
- A demonstrated commitment to growth in holiness and righteousness by God's grace
- Agreement with the doctrines, practices, and positions of the Evangelical Presbyterian Church\*

#### Academics & Experience:

- Priority consideration will be given to candidates with a Bachelors degree
- Children's ministry experience in a church setting preferred
- Candidates will have familiarity with current children's ministry resources and an understanding of age-appropriate learning and discipleship

#### Interpersonal & Practical:

- Demonstrate a genuine love for kids through welcoming, interacting, and connecting with them
- Ability to develop rapport with parents and empower their spiritual leadership
- Ability to directly lead both large and small groups of children
- Ability to lead and empower volunteers
- Demonstrate good organizational, time-management, and communication skills
- Exhibit creativity in designing lessons, programs, and ministry spaces

## Duties

### Core duties:

- Plan, prepare, and oversee all aspects of Kirk Crossing's Sunday A.M. Children's Ministry:
  - Lead/Teach regularly in large-group sessions
  - Recruit, schedule, and train adult volunteers for a variety of ministry and support roles
  - Arrange for necessary teaching materials, supplies, A/V, and check-in stations
- Provide follow up with new and existing families
- Provide a ministry program for children on Wednesday nights in conjunction with adult small groups (similar duties to above)
- Offer family ministry opportunities focused on parents sharing faith with their children, preparing for baptism & communion, serving together, etc.

### Administrative and Developmental Duties:

- Prepare and send regular communications to families regarding lessons, ministry activities and events, growing faith at home, etc.
- Utilize various computer programs (presentation, database, communication, etc.) in support of ministry activities
- Help maintain children's ministry-related social media platforms
- Utilize Planning Center in maintaining records of attendance and participation
- Evaluate ministry offerings as to effectiveness and needs
- Develop new ministry approaches/opportunities as needed or appropriate

### Additional Duties:

- Participate in family ministry meetings, staff meetings and form cooperative working relationships with other staff
- Collaborate with other staff and volunteers on church fellowship, outreach, and mission projects
- Assist in additional ministry activities as directed by the Senior Pastor, Associate Pastor & Assistant Pastor.

\* Including, but not limited to, the authority of Scripture, reformed theology, rule by elders, infant baptism, and positions on social and moral issues; for more information, please refer to the Westminster Confession of Faith, the Book of Order, and position papers found at [epc.org](http://epc.org).