

**CHILDREN'S MINISTER JOB DESCRIPTION
FOR HOMEWOOD CHURCH OF CHRIST
(Located in Birmingham, Alabama)**

Position Title: Children's Minister

The Children's Minister is expected to oversee a comprehensive and first-rate ministry to children and their parents that helps Homewood Church of Christ reach the Birmingham area with the gospel of Jesus Christ.

Position Summary: To plan and coordinate the education, fellowship, and worship opportunities for children ages newborn through sixth grade. To also work with families and visitors who have children in this ministry.

The Children's Minister is responsible for all children's programming newborn through grade 6 with specific highlights listed below.

Personal Characteristics

1. To prioritize your personal spiritual health and that of your family through study of the Word, corporate & family worship, and maintaining a work schedule that is of benefit to you and your family as well as the Homewood Church of Christ family.
2. To be genuinely concerned for the spiritual health of the Homewood Church of Christ family, and to perform responsibilities in such a manner as to contribute as much as possible to the freedom and joy of all.
3. To maintain an attitude of prayer, humility, thanksgiving, generosity, creativity, and love by seeking Christ and the fellowship of other staff on a daily basis.
4. To take initiative for discovering ways to minister more effectively and lighten the load of administrative duties on the other staff ministers of the church. This will require an understanding and sensitivity to the functions and responsibilities of other staff and how they might best serve Homewood Church of Christ.

Essential Job Functions

1. The Children's Ministry of Homewood Church of Christ includes newborn children through 6th grade. The Children's Minister will be directly accountable to the Administrative Minister and to the Shepherds of Homewood Church of Christ.
2. Manage and oversee all aspects of the Children's Ministry.

3. Hiring and supervising of paid childcare workers in nursery and other children's events as necessary.
4. To serve as an advocate, role model, spiritual mentor, and encourager of our children and their families.
5. To actively pursue continuing-education through the study of various materials, and/or attending conferences/classes that would strengthen the ministry.
6. To coordinate with church leadership to schedule the yearly Children's Ministry calendar.
7. To meet periodically with the leadership to discuss the current status and needs of the Children's Ministry. Give special focus to theological, spiritual and moral teachings in all areas of the Children's Ministry.
8. Research and obtain or create Children's Ministry curriculum. Ensure materials are ordered and distributed in timely fashion.
9. Coordinate children's worship ministries (i.e. Sunday morning and special events).
10. Coordinate annual bridge events (i.e. Summer Camp, Trunk or Treat, Easter Events, etc.).
11. Create and maintain Children's Ministry web site and calendar of events.
12. To solicit and secure the involvement of children's parents in the planning, implementation, leading, teaching, and supervision of children's activities.
13. To lead and supervise, or enlist other responsible adults to lead and supervise all children's activities.
14. Maintain Children's Ministry volunteer and substitute-volunteer calendar.
15. To maintain the church's holistic approach to ministry and disciple-making in the implementation and planning of all children's activities. Oversee the pastoral care of children and their families while working in collaboration with the other staff ministers and Shepherds.
16. To develop, implement and maintain a secure method of receiving and returning children from and to parents before and after all classes and activities.
17. Increase involvement among Homewood Church of Christ families and children.

18. Identify and implement new opportunities for spiritual growth.
19. Update and/or modify existing Children's Ministry.
20. Plan, coordinate and carry out spiritual growth opportunities for children and their families.
21. Manage and supervise volunteers involved in the Children's Ministry.
22. Provide teaching tools and supplies to volunteers.
23. Provide teacher-training workshops.
24. Insure a visual check of each room on Sundays and Wednesday to be sure that each room is set and teachers' needs are met.
25. Evaluate classes on a routine basis to check on teaching, activities, and assistance issues.
26. Check on bulletin boards and work with teachers to keep the boards current.
27. Work with teachers on discipline areas, special supplies, communication.
28. Show teachers appreciation by notes, gifts, etc.
29. Work closely with the Youth Minister to assure that students leaving the Children's Ministry have a smooth transition the youth ministry.
30. Weekly pray for children, volunteers, and families.

Non-Essential Job Functions

1. To consult periodically with parents to discuss aims, policies, and practices of the Children's Ministry, and to ascertain their expectations, concerns, and suggestions.
2. To work with the Administrative Ministry Team in the drawing up and disbursement of necessary funds affecting the Children's Ministry budget.
3. To serve as a liaison between the Children's Ministry and, if applicable, other building space occupants (Day School).
4. To ensure adequate publicity of children's activities.

Qualifications

1. Bachelor's degree in appropriate discipline required. Master's degree in appropriate discipline desirable. Commitment to continuing education desired.
2. Growing commitment to Christ, including a strong biblical foundation.
3. An attested call to children, including: teaching, proclaiming the gospel, nurturing spiritual growth and leadership development.
4. Relational ministry style.
5. Theological compatibility with the Homewood Church of Christ.
6. Ability to creatively communicate the Word of God.
7. Able and willing to become a member of Homewood Church of Christ.

Other Skills/Abilities

1. Children's ministry experience preferred.
2. The ability to train others to assist with the children's ministry.