**NORMANDY CHRISTIAN CHURCH**

**Position Description**

**Children’s Minister**

Part Time (20 hours/week)

**Mission**: To turn people (specifically children and their parents) into fully devoted followers of Jesus

**Reports to:** Spiritual Formation Director and Senior Minister

**Position Summary:**

Oversee and lead ministries of children from birth to 6th grade. Partner with parents to disciple children.

**Duties and Responsibilities:**

* Participate in weekly staff meeting
* Participate in monthly board meeting
* Lead children’s ministry (birth-6th grade)
* Organize classes for 2 Sunday morning services (we plan to go to a 3rd worship service-possibly Sunday Night)
* Recruit, train, and pray for volunteers
* Choose curriculum for each program
* Equip parents to be the primary disciple-makers of their children
* Plan classes/resources for parenting
* Organize and lead children events throughout the year (camp, outreach events, vbs, etc.)
* Responsible for scheduling childcare during adult classes.
* Develop and manage the Children’s Ministry budget
* Develop and maintain safety and security systems for children.

**Qualifications:**

* Bible College is preferred but not required
* Strong knowledge of the Bible
* Strong leadership and administration skills
* vital, growing relationship with Christ
* love for children and families
* an understanding of special needs and learning styles of children
* vision for ministry
* a love for people
* flexibility
* personal initiative
* loyalty
* confidentiality
* integrity
* a sense of humor
* a teachable spirit
* a positive attitude
* a team player
* a desire for excellence