

Children's Ministry Associate

Job Title: Children's Ministry Associate
Department: Children's Ministry
Reports to: Children's Ministry Pastor
Status/Hours: Full Time – 40 hours

POSITION SUMMARY

The Children's Associate is responsible to partner with the Children's Ministry Pastor in developing, implementing and advancing spiritual formation of children birth through 5th grade at First Church of God.

ESSENTIAL JOB RESPONSIBILITIES

- Organization
 - Assist in recruiting, vetting, scheduling, and overseeing volunteers who serve with children
 - Help develop and implement programming for children birth – 5th grade
 - Partner with parents to help lead children towards a personal relationship with Jesus
 - Partner with Children's staff in coordination of all aspects of the Children's Ministry – Sunday AM and PM, Preschool, Elementary, Preteen, and Stepping Stones Preschool
 - Prepare & disseminate birthday cards for volunteers and children
 - Coordinate communication needs for the children's ministry
- Administration
 - Complete administrative tasks using Microsoft applications, ProPresenter, and Rock Church Management System
 - Communicate needs of volunteers to supervisor and work to provide answers to these needs
 - Keep spaces for children, including classrooms and supply closets, equipped and organized
 - Teach/Lead in various settings of the children's ministry
 - Continually evaluate the objectives and effectiveness of children's ministries, communicating observations and suggested changes with supervisor
 - Attend staff meetings – children's team meetings, all-staff meetings, staff prayer, and staff chapels
- Assimilation
 - Partner with supervisor in all special events for children – Summer Blast, preteen events/trips, Stepping Stones Preschool programs, etc.
 - Partner with Children's Pastor in discipling parents
 - Be an advocate for children in our county both inside the church and in the community

POSITION QUALIFICATION REQUIREMENTS

Spiritual Gifts Helpful For This Position

- Wisdom
- Leadership
- Administration
- Discernment
- Teaching
- Shepherding

Character Traits Needed For This Position

- Growing personal relationship with Jesus
- Passion for children's ministry
- High relationship skills
- Humble, Flexible, Teachable and Trustworthy
- Authentic and consistent in his/her own spiritual walk and relationships
- Ability to keep information confidential
- Ability to relate well with children and adults
- Self-directed – Takes initiative
- Have a heart for others
- Agree with the Statement of Faith of Churches of God General Conference

Necessary Skills and Attributes

- Highly administrative
- Detail oriented
- Time-management
- Strong interpersonal skills
- Adaptability
- Gifts in developing teams and reproducing leaders
- Aptitude for use of technology and database systems

Required Education and Experience

- Bachelor's degree preferred
- 2-5 years of ministry experience in a medium-to-large church
- Experience in a church with a preschool preferred