

TITLE: Minister of Children, Students, and Adult Discipleship

REPORTS TO: Senior Pastor

MISSION AND PURPOSE:

Lead the development and implementation of ministry programs that nurture the faith development of children, students, and adults, enabling them to worship, become disciples, share their faith with others, serve the church body and be on mission for Jesus Christ in the world.

QUALIFICATIONS:

- Individual of proven Christian character.
- Effective teacher of children using age-appropriate teaching methods.
- Strong organizational skills in planning, administration and budget management.
- Demonstrated skills in creating effective outreach and in-reach programs.
- Master's degree with a focus on children's and student's ministries from an academically accredited seminary or divinity school OR Bachelor's degree and at least three years ministerial experience.

RESPONSIBILITIES AND EXPECTATIONS:

CHILDREN'S AND STUDENTS' MINISTRY

1. Plan and implement various programming in coordination with assigned church committees.
2. Oversee all activities within the children and students' ministry, including Sunday School, Sunday night activities, Wednesday night activities, camps, mission trips, local mission projects, and other special activities.
3. Review, select, and evaluate the effectiveness of all curriculums and teaching materials used for children's and students' ministry.
4. Recruit, train, coordinate, and support adult teachers and leaders for these programs and activities to provide effective teaching and ministry.
5. Coordinate, recruit, and ensure adequate staffing of volunteers for children during the Sunday morning worship services.
6. Plan and lead Children's Worship as scheduled for children first (1) through fifth (5) grade. Assist families in shaping children's understanding of Christian worship.
7. Oversee the development and implementation of an annual Vacation Bible School (VBS). Coordinate a follow-up outreach effort to families attending VBS.
8. Develop and administer a program of outreach with prospects, visitors, the community, and parents.

9. Maintain awareness of crisis situations in the lives of families of children and students (e.g., family deaths, divorce, illness, and academic problems). Provide a “ministry presence” and spiritual guidance and counseling as needed.
10. Communicate effectively so that children, students, parents, teachers, and volunteers are informed of activities well in advance.
11. Develop and provide missions service opportunities for children and families.
12. Generate healthy relationships with parents and guardians, providing resources, training and guidance in their growth as Christian parents.
13. Maintain good communication with and be accessible to parents, keeping them informed on progress and plans of the ministry and seeking parents’ input. Plan special events such as parenting skill classes, drug awareness, Bible studies, and support groups for parents.
14. Work with other ministerial staff to create, evaluate, and implement the church’s vision for the children and students’ ministries.
15. Maintain physical spaces for children and youth, including the Attic and Sunday School rooms.
16. Ensure the safe sanctuary policy is being followed for children and students.
17. Develop annual budgets for all children and student ministries for submission to the Finance Committee with input from the Children’s and Students’ Ministry Committees. Effectively manage expenses throughout the year within approved budget levels.

ADULT DISCIPLESHIP MINISTRY

1. Assist adult Sunday School classes in the selection of literature and ensure the literature is ordered.
2. Recruit teachers for adult Sunday School classes.
3. Plan and implement social, outreach and other activities (in-reach) involving adults of different ages.
4. Plan and implement a calendar of special events that meet the needs of senior adults, coordinating with the Senior Adult Committee.
5. Maintain/coordinate an active visitation program, among senior adults who are disabled and/or unable to attend church regularly because of physical limitations.
6. Participate in outreach ministry.
7. Assist with other duties as assigned by the Senior Pastor.