



Children's Minister Job Description

Position: The Children's Minister provides leadership and oversight to the Children's Ministry program (birth-5th grade).

Primary Responsibilities:

1. Develop a clearly defined vision and strategy for discipleship within the Children's Ministry that works in conjunction with the overall vision and ministry of RBCC.
2. Lead, recruit, train and develop volunteers for the Children's Ministry.
3. Assist in building, developing and training the Step Forward Leadership Team, which consists of committed junior and senior high school students. Provide them service opportunities in the Children's Ministry.
4. In coordination with the Student Minister, develop and implement strategy for whole-family discipleship; working with families to equip and empower parents/families to disciple and train their children.
5. Provide oversight and planning for all aspects of Children's Ministry programming, including:
 - Sunday morning Kidzone and Littles classes
 - Wednesday night programming - Brushfire
 - Specialized classes/events - Becoming a Jesus Follower class, Big Overnighter at Oil Belt, etc.
 - Outreach groups/events - Trunk or Treat, school events, Fall Festival, etc.
 - Family events - Baby dedication, Christmas program, etc.
 - Summer events - July Jam, Oil Belt Camp, etc.
 - Curriculum selection/development for all programming.
 - Serve on the Kingdom Workers Scholarship team.
 - Communication with students and parents - including hospital visits, home visits, texts and phone calls, etc.
 - Maintain the classrooms - cleaning, organizing, stocking supplies, etc.
6. Oversee safety measures for our students - organize background checks, check equipment in classrooms and playground areas, etc.

Secondary Responsibilities:

1. Work with the rest of the ministerial and support staff. This includes making every effort to attend all staff functions.
2. Participate and provide support and leadership (when necessary) in church-wide events, even if they do not directly affect the Children's Ministry.
3. Provide oversight to the Children's Ministry budget.

General Expectations:

1. Expected to be a positive influence in the church; being a Jesus follower, living the Christian life, being a prayer warrior, being a light in the community and putting others before self.
2. Expected to work 40+ hours per week.
3. Expected to follow the staff handbook.
4. Expected to be organized and effective.
5. Expected to have a strong work ethic, being diligent in all facets of ministry.