Minister to Children

Staff Name: tbd
Reports to: Senior Minister

Primary Function/General Purpose of Position

Under the general supervision of the Minister of Spiritual Formation and Outreach and in cooperation with the pastoral staff, church staff, lay leadership, and committees of the church (in particular the Children’s Ministries Committee), the Minister to Children shall plan, coordinate and carry out the educational ministries of the church as they relate to children – birth through fifth grade – and their families.

Duties and Responsibilities

EDUCATION

• Supports and trains Sunday School faculty as they teach approved curriculum (currently Godly Play).
• Coordinates all children’s mission education programs in the church
• Provides and maintains materials, books, and media, as well as other classroom materials.
• Maintains good communication with leaders, parents and children.
• Maintains art resource room with art response materials for classes.
• Provides opportunities for leadership development as needed.
• Creates and maintains rotation schedule for parents for weekly Sunday morning snacks. Sends weekly reminder emails.
• Coordinates and oversees the Cradle Roll ministry of the church.

WORSHIP

• Participates in worship, including but not limited to, preparation and delivery of children’s sermons.
• Coordinates the placement of a rose in the sanctuary at the birth or adoption of a child into our church family.
• Oversees Extended Session volunteers, providing guidance, scheduling and general coordination
• Supervises the acolyte program with respect to the training and scheduling of children.
• Assembles and refreshes children’s worship bags weekly.
• Creates a Children’s Order of Worship each week.
• Plans and implements children’s milestone events and participation in worship.
• Serves on Worship Planning Team
ACTIVITIES

• Serves as staff liaison to the Children’s Ministries Committee.
• Supervises all the activities for children with consideration for their safety and security, as well as their educational and spiritual growth. Other activities may include: Children’s Missions Weeks, Camp Prism, Vacation Bible School, and Art After Worship.
• Recruits teachers, helpers, and chaperones.
• Records and deposits payments relative to this ministry area.
• In coordination with the Children’s Ministries Committee, plans regular fellowship outings for Children’s Ministries, each with a missions component.
• Works with Minister of Youth and College to enable smooth transition of our fifth graders to the youth department.

GENERAL

• Meets regularly with Care and Concern Team, General Staff, Coordination Team, and other ad hoc committees as assigned.
• Makes contact with visitors and prospects in the Children’s Ministries.
• Provides support and care in pastoral situations related to children and their families.
• Visits with or make arrangements for a volunteer to visit with the families of new baby and deliver new baby items.
• Supervises Nursery Workers.
• Maintains pager system.
• Works closely with music leaders, mission group leaders, and kindergarten staff to insure adequate communication between all groups using shared space.
• Plans and oversees annual Children’s Ministries budget and all budget accounts in the Children’s Ministries, in consultation with the Children’s Ministries Committee.
• In coordination with the Children’s Ministries Committee, works to make sure the environment of the Children’s Hall is welcoming, attractive, useful and safe for FBG children and families.

6.2022