

CROSSROADS COMMUNITY CHURCH

JOB DESCRIPTION

POSITION: Children's Ministry Coordinator – Shelby Campus

REPORTS TO: Family Pastor

OVERSEES: Nursery – Preteen Ministry – Shelby Campus

POSITION SUMMARY

Responsible to develop and implement a comprehensive program of care and spiritual growth for ages birth through grade 5. Responsible for recruiting, training, encouraging, shepherding and development of leaders in this ministry.

ROLES

- Vision casting to team members and parents.
- Recruiting, training, equipping, mentoring, motivating and development of ministry team members in each area of the ministry (Nursery, Preschool, Elementary and Preteen).
- Oversee educational needs of children, birth through grade 5.
- Oversee financial budget for Children's Ministry – Shelby Campus.
- Other roles as assigned under the direction of Family Pastor.

RESPONSIBILITIES

- Ministry Management
 - Oversee and evaluate weekend service in all ministry areas. Oversee the orderliness and upkeep of each area.
 - Continually recruit new team members, training them in all Children's Ministry policies and procedures. Develop team leaders for each ministry area.
 - Coordinate curriculum and team member schedules for each ministry area.
 - Monitor a system for child safety and security, including team member application, screening, and training, and communication to parents regarding ministry policies and procedures.
 - Coordinate with the Park Ave Campus to ensure the Shelby Campus Children's Ministry follows the same guidelines, policies and procedures.
 - Plan and coordinate special events. Work in conjunction with Park Ave Campus Coordinators.

QUALIFICATIONS

- Have an intimate and growing personal relationship with Jesus Christ
- Demonstrated lifestyle that is consistent with Biblical principles
- Member of Crossroads Church
- Spiritual gifts of teaching, encouraging, administration, organization, and discernment
- Experienced communicator – relates well to those at all levels in society

SCHEDULE:

Part time employee – salary based on 15 hours per week minimum.