



Children's Minister Requirements/Qualifications

Experience:

- Experience in Children's Ministry in congregational setting
- (minister or intern), *or*
- Experience in Early Childhood Education
 - Experience leading a Children's Ministry at their church

Education:

- Bachelor's Degree in Children's Ministry, *or*
- Bachelor's Degree in Early Childhood Education

Other Qualifications

- Baptized believer and high moral character
- Must love Jesus and kids
- Long term goals and vision for the Children's Ministry
- Team player and team builder
 - Must work well with office staff and ministry staff
 - Can build upon the existing Children's ministry and lead the Children's team
- Motivated self-starter who values excellence in ministry
- Passionate about helping kids' spiritual development and developing relationships
- Excellent verbal and interpersonal skills
- Organized as it relates to people, tasks, and projects

Application

To apply for the Children's Minister position, please email the following to: justin@grapevinechurch.com

- Cover Letter
- Resume

The search committee will reach out after your application is submitted.



Children's Minister Job Description

Preschool - 5th Grade

The full-time Children's Minister (CM) will serve as the key leader in the Children's Ministry team. The role of the children's minister is to oversee all programs and activities for children ages Preschool to 5th grade. The Children's Minister is responsible for developing and implementing a clear vision for the children's ministry program that promotes opportunities for leadership, outreach to the community, growing families, and building a relationship with each other and with Jesus. The Children's Minister should be creative, organized, detail-oriented, and energetic, have a passion for Jesus and kids, have strong communication skills, and pursue excellence in everything they do.

Primary Responsibility

Develop meaningful and purposeful relationships with children and families individually to help them grow and to encourage involvement.

The job tasks of the CM is as follows:

Annually

- Budget planning/Submission to Finance Committee
- Promotion Day in August
- Vacation Bible School
- Attend a Conference once a year
- Plan and coordinate Teachers' Training class for volunteers
- Leadership Training Course – work with volunteers to develop a 12 week curriculum on a biannual basis (every 2 years), plus support the annual efforts.
- Personally teach class at least 1 quarter per year
- Teachers' Appreciation Dinner

Quarterly

- Maintenance and recruitment of teachers/volunteer servants for the Quarter
- Coordinate getting classrooms and other areas ready for the Quarter.
- Recruit Class Ministers for all classes
- Order, update, and/or create curriculum for each Quarter.
- Have at least one teacher's meeting per quarter to communicate, encourage, discuss, and pray.
- Coordinate Parent Meetings
- Fellowship for Children's Education Volunteers



Children's Minister

Job Description cont.

Monthly

- Be on the lookout for new ideas and techniques in curriculum or education that is appropriate.
- A note or token of appreciation and encouragement to teachers/helpers.
- Every four weeks send out reminder postcards to volunteers.
- Offer opportunities during the school year for fellowship activities. During the summer, offer weekly activities.
- Plan and coordinate monthly service-related activities for the children
- Touch base with parents and teachers regarding children.
- Coordinate with the Nursery Leaders, Pre-School Education Leaders and Cradle Roll Education Leaders.
- Be in contact with Deacons and Elders to update and inform on upcoming events, successes and problems.
- Birthday cards to preK-5th Graders
- Snacks in classrooms

Weekly

- Handle any concerns, substitute teacher problems, anxious children and/or parents, teachers. Help visitors find their classes.
- At Bible class time, be there early to help with any last minute set-up, help teachers, give ideas, get copies of information to teachers and/or parents, and answer questions or concerns. Be in the halls greeting children and especially be on the lookout for newcomers. Meet them and escort them to Bible class.
- Partner with others to make sure the children's worship time is successful
- Make sure any pertinent announcements are in the bulletin
- Maintain a children's ministry oriented calendar (web based).
- Touch base with other staff members, deacon or the janitors on any relevant issues or concerns.
- Make phone calls as the need arises to check on different teachers.
- Contact first time visitors and follow up contact with them

Daily

Organization is vital to this position; there are many, many details to sort through and prioritize. It can be all consuming on a daily basis, but prayer and daily devotion with the Father always puts life, as well as this job, into perspective.



Children's Minister Additional Functions

Along with the duties mentioned above, there are other opportunities that may be assigned by the Elders:

Children's Education Database

Use existing CCB database software to house all the information necessary on our Children's Education for Nursery to 5th Grade. The database will include name, address, phone, parents' names, Bible class, Visitor status, birthdays, and food sensitivities, plus a section for notes. Class rosters, letters, labels, reports, etc. could be made from this program.

Cultivate Bible Learning At Home

Partner with parents to cultivate Bible learning at home

Grapevine Christian Preschool

A Children's Minister at Grapevine Church of Christ would help strengthen the ministry efforts of Grapevine Christian School:

- Coordinate with the GCS Director to provide a true "connection" between the preschool and the children's ministry at the church.
- Provide the Bible lessons/talks during our Chapel time on Tuesday and Wednesday mornings.
 - Require no more than 4 hours (about 2 hours at GCS and possibly up to 2 hours of preparing) each week during the school year.
- Be with the GCS staff each class day during morning prayer time at 8:35 and stay through the end of Chapel at 9:30. This would allow CM to build relationships with not only the staff, but also with the preschool families.
- Coordinate with the GCS Director to plan at least two events per year that would draw both preschool and church families together.