



JOB DESCRIPTION

Title: Children and Family Minister

Ministry: Leesburg Kids!

The **Children and Family Minister** is responsible for championing Leesburg Christian Church's Vision, Mission, Methodology, and Strategy in two primary ways:

- As an Individual Leader: The Children and Family Minister is responsible for taking the leadership of all ministry functions they oversee. Live out Leesburg Christian Church's Organizational Core Values, Staff Values, and 7 Ministry Essentials personally and ensure their leadership and oversight of the ministries they oversee also embody and are living out Leesburg's Organizational Core Values and 7 Ministry Essentials. Responsible for the effective execution of the Essential Job functions of this role as detailed below.
- As a Team Member on the Leesburg Staff Team: The Children and Family Minister has a responsibility to collaborate as a team member on their immediate team as well as the Staff Team as a whole to accomplish church wide objectives and goals as well as team objectives. They are responsible for removing obstacles that would hinder collaboration and cooperation across different ministries.

Job Summary

1. Ministry Function (60 %)

- Identify, recruit, train, and develop high-capacity volunteer leaders
- Provide vision, passion, and direction that furthers the cause and culture of Leesburg in every decision you make for our Children's department.
- Create fun, safe, and age-appropriate environments that kids find irresistible, and cultivate relationship-building and spiritual growth.
- Lead and oversee the Weekend Kids environments.
- Be a bridge between our Coop and Kids worlds. Their success is your success.
- Oversee all Children's environments: Children's studies, programs.
- Have a "what else" personality and vision for the ministry at Leesburg.

- **Team Function (15 %)**

- Participate in regular staff meetings
- Participate in "All hands on Deck" events- Churchwide events

2. Personal Ministry (20%)

- Responsible for having, and living out, a Personal Ministry Plan
- Responsible for having intentional discipleship conversations regarding the personal ministries of others on the team, including volunteers.

3. Miscellaneous (5 %)

- Work with Congregation in a way that glorifies God
 - In weekend services – oversee volunteer participation (friendliness, recruiting, attendance)
 - Be visible and a model for your volunteers to follow (friendliness, cooperation, availability)
- Represents Christ and the Church in the community in a Godly way
- Values and abide to the expectations of being a member of the church found in our Discover Leesburg class.
- Participation in All-Church functions that fall outside of the specific Job Description

Qualifications and Required Skills

- A Degree in Children's ministry, Theology, Education, or a related field is preferred.
- Proven experience in Children's ministry or a related field, demonstrating the ability to create and lead engaging programs
- Familiarity with children's curricula and the ability to create or adapt age-appropriate teaching materials to cultivate spiritual growth
- Proficient in various software applications, including Canva for graphics, and familiar with Microsoft Office and Google Workspace for administrative tasks.
- Strong leadership capabilities to recruit, train, and develop volunteers while fostering a collaborative and positive team environment.
- Excellent verbal and written communication skills, allowing for persuasive and compassionate interactions with children, families, and volunteers.
- Ability to build strong relationships and create a welcoming atmosphere that encourages family involvement and participation.
- Willingness to grow, adapt, and respond to the dynamic needs of the ministry and church community.
- Knowledge of child development principles and how they apply to faith formation and learning.
- A deep personal faith in Christ and a strong understanding of biblical teachings that align with the beliefs of Leesburg Christian Church.

Spiritual Aspects of Job Requirements - As the function of this role is ministerial and goes to the heart of the mission of Leesburg Christian Church, the following areas are required to effectively convey Leesburg's message and carry out the mission of our church:

- A heart for God that is evidenced by proven character and a spiritual mindedness that understands that "apart from Christ we can do nothing." – Abiding in Christ.
- A shepherd's temperament, servant-leader/mentor attitude, and inclination.
- Strong biblical foundation for wise management in a church setting.
- Able to establish and maintain appropriate standards for the accomplishment of ministry in a way that honors both God and people.
- Since we work primarily in teams at Leesburg, we must understand group dynamics and ensure effective consensus-building and decision-making.
- Personal initiative and diligence, which lead to follow-through on tasks.
- Solid biblical/theological convictions, which are aligned with Leesburg's Doctrine and Statement of Faith.
- A willingness to grow and adapt to the inevitable changes found in a local church.