

Family Ministry Leader: Birth-4th Grade Job Description

Comprehensive Family Ministry (Birth-4th Grade)

The primary role of the full-time Children's Ministry Director is to build the kingdom of God through (1) reaching the community to connect children and families with Christ, and (2) developing a comprehensive family ministry serving children and families connected to HCC.

The **core** responsibilities of this position are:

- Recruit, train, and coordinate volunteers for Nursery, Preschool through 4th Grade classes.
- Maintain volunteer schedules in Planning Center.
- Provide safe, clean, and friendly environments for children to learn and play. Teach as needed.
- Use appropriate child development knowledge to best meet the needs of HCC's children in curriculum selection, child discipline, classroom grouping, etc.
- Ensure that all curriculum is reviewed and approved by the lead team and/or elders.
- Organize, set-up and stock classrooms with necessary supplies.
- Equip Sunday morning and Wednesday evening teachers with lesson materials and all necessary supplies to ensure they are ready for teachers and require minimal prep for them.
- Be available on Sunday mornings and Wednesday evenings to check in with volunteers. Provide support and address any issues or emergencies that arise and confirm there are two volunteers present in each classroom.
- Communicate regularly with families about what children are learning, special events, and other important information.
- Provide community outreach events and service opportunities for children and families.
- Develop and maintain relationships with children and parents both inside and outside the ministry.
- Follow-up with visitors: welcoming, sharing information, postcards, etc.
- Serve as a support between Heath Preschool and the HCC Family Ministry assimilation efforts.
- Work with Family Ministry Team to secure an easy and enjoyable transition for students leaving the elementary ministry program and entering pre-teen programming.

General Ministry

- Attend adult worship on Sunday morning at least two Sundays per month.
- Arrive no later than 8:30a on Sunday morning to oversee last minute needs and to partner with other ministry team members for prayer. Arrival no later than 6:15p on Wednesday nights.
- Attend weekly meetings with staff to coordinate vision, plans, and church-wide programming.
- Communicate with Lead Team when unable to attend weekly staff meetings, or when absences will occur on Sunday morning or Wednesday evening.
- Attend Family Ministry meetings.
- Identify and communicate with the lead team which person(s) you are replicating your ministry skills in through peer mentoring.
- Plan yearly budget and monitor spending. Purchases over \$500 need to be approved by the lead team and/or elders.
- Keep track of spending connected to the Nursery, Preschool through 4th Grade ministry, validating all Visa expenditures and keeping track of receipts.
- Maintain a 'whatever it takes' and 'I'll be glad to' attitude for the benefit of HCC.

Dedicated Ministry Areas

This position will be allowed to staff and coordinate the following ministries for Birth-4th Graders and families. Specifically:

- Lead the vision, preparation, and accomplishments of Sunday morning children's ministry programming, including Nursery, Preschool through 4th Grade Classes
- Wednesday night School Year Programming (Nursery, Preschool through 4th Grade Classes)
- Vacation Bible School
- Preschool-4th Grade Summer camps at Round Lake

Collaboration with Family Ministry Team

This position will support the following ministries as a part of the Family Ministry Team:

- Special church-wide and/or Family Ministry Events
- WOW Early Mothers Ministry
- Baby Dedication
- Additional Camps, Retreats – as needed
- Comprehensive resources to encourage parental (including grandparents) discipleship

Accountable To

- Family Ministry Team (partnership role), Lead Team, Elders, the Lord.