

CHILDREN'S MINISTRY ASSOCIATE

QUALIFICATIONS:

- Desire and willingness to serve children and their families
- Mature & active Christian faith
- Active church member
- Experience with children's/family ministries OR a student/intern of a relevant subject matter
- Comfortable with basic computer programs, including Microsoft Office, and able to communicate through digital platforms
- Ability and desire to work with volunteers, church members, and staff with tact and grace, including delegation of Children's Ministry tasks
- Pass background check & maintain a clean driving record

RESPONSIBILITIES:

- Oversee and coordinate Sunday school teachers and curriculum
- Attend weekly/biweekly staff meetings and monthly Children's Ministry meetings
- Oversee, plan, and advertise annual Children's Ministry events in conjunction with the Children's Ministry Team
 - Vacation Bible School
 - Christmas programs
 - Easter programs
- Work as part of a team with the church staff and the Children's Ministry
- Recruit, train, resource, and oversee all Children's Ministry volunteers in conjunction with the Children's Ministry Team
- Complete own clerical work
- Be available to church members and staff at specified hours on a regular basis
- Minister to children and their families and build relationships with parents, children, and members of the congregation
- Manage and work within the annual Christian Education budget in collaboration with the chair of Children's Ministries.
- Communicate regularly with the congregation about Children's Ministries, including but not limited to monthly newsletters and event advertising as appropriate
- Perform various other duties as assigned by the Head of Staff or Children's Ministries Team.

ACCOUNTABLE TO:

- The position is responsible to the session through the chair of the Children's Ministry Team and the head of staff
- The position will work in conjunction with the Children's Ministry Team, the pastor, and the youth director, as well as the congregation as a whole
- Position and employee will be reviewed at 90 days

HOURS AND PAY:

- Not to average more than 19 hours per week, with the ability to serve more during busy seasons and less during slower seasons
- \$15 per hour
- Includes study leave, mileage reimbursement, paid vacation, professional expenses

Northminster Presbyterian Church is an equal opportunity employer, a congregation of the Presbyterian Church (USA), and committed to creating community where children know and experience they are a loved child of God and share that love with others.