

Children's Ministry Leader

Position Description

Job Title: ACFIt Children's Ministry Leader

FLSA Status: Part Time (15 hours/week, on average), non-exempt

Reports to: ACFIt Community Pastor

Purpose

To oversee children's ministry (ages 3 months through completion of 5th grade).

Essential Duties and Responsibilities

1. Children's Ministry General Duties:

- Recruits, trains, equips and shepherds volunteers to serve in their respective roles for weekly Children's Ministry gatherings as well as special events.
- Schedules and leads all Children's Ministry events including weekend services.
- Communicates regularly with team including serving reminders, curriculum, background checks, and any special notices.
- Builds community amongst the ACFkids Team.
- Creates and maintains a safe and fun environment for children to learn about Jesus.
- Coordinates weekend lessons and supplies with the Four Points team.
- Meets monthly with ACF Children's Ministry Team in order to receive support, discuss curriculum/ events and to stay in community with ACF.
- Meets weekly with Community Pastor and attends monthly ACF All-Staff meetings.

2. Children's Ministry Weekend Event Duties:

- Coordinates and leads serving team and weekend events.
- Sets up and loads weekend event supplies such as check-in equipment, curriculum supplies, etc.
- Equips lay leaders so he/she can be available to team members and parents during the weekend events.
- Ensures that Jesus is being promoted in all children's ministry weekend services.

3. Camp Fun Special Events

- Coordinates and leads events associated with Camp Fun or ACF LT. Example: Special Needs Christmas event

QUALIFICATIONS

- Wise and mature Christ-follower committed to the ACF mission and values
- Passionate for children and a commitment to the values and philosophy of Children's Ministry
- Minimum high school graduate, preferably with some college and/or professional training
- Two years Ministry Experience (volunteer or paid)
- Strong knowledge of Microsoft Word, Excel, PowerPoint, and Outlook as well as Mac OS
- Good leadership skills with the ability to recruit and lead volunteer teams
- Excellent interpersonal, written, and verbal skills
- Excellence in organizational and calendar management skills
- Exceedingly well organized with strong decision-making ability with attention to detail
- Ability to prioritize and manage multiple projects simultaneously, track open items, following-up / following-through on issues in a timely manner, and manage deadlines



- Ability to interact with staff (at all levels) and volunteers in a fast paced environment, sometimes under pressure, remaining flexible, proactive, resourceful and efficient, with a high level of professionalism

PHYSICAL DEMANDS

- Light lifting (approx. 25 lbs.)