

# Children's Ministry Staff Elementary (K-6<sup>th</sup> )

**Reports to:** Children's Pastor

**Part-Time** (Generally 3-8 hours/week)

**Church Size:** 1800-2500



## POSITION SUMMARY

*To provide a fun and safe environment in the childcare area and build faith and community where children and families can "Come as You Are".*

## PERSONAL EXPECTATIONS OR REQUIREMENTS

- Growing relationship with Jesus Christ.
- Godly marriage and family (if applicable).
- Contributes to the spirit of unity among the staff and congregation.
- Fully supportive of First Free Church's Mission, Vision and Values.
- Functions well as a team player.
- Able to work with and submit to leadership authority.

## PERSONAL QUALIFICATIONS

- The ability to execute programming and build relationships with children and parents.
- A background in the teaching of/working with children is preferred.
- Successful completion of comprehensive background check administered by First Free Church to protect the safety of our children.

## PRIMARY RESPONSIBILITIES

1. Complete any set up/re-set before and between services necessary to carry out scheduled programming.
  - a. Creatively set-up for the Discover Times, classroom tubs, etc.
  - b. Make sure everyone is in place and answer questions as needed
2. Work in coordination with the Children's Pastor to coordinate and execute weekend Children's Ministry programming and curriculum (K-6<sup>th</sup> grade).
  - a. Gather team members for prayer prior to services, communicating any final details
  - b. Teach in a variety of roles to fill vacancies to include: pregame/worship, Discovery Time, Bible lesson (from leader absences, volunteer shortage, etc.).
3. Greet and welcome children and families according to our "Come as You Are" philosophy.
4. Competently execute planned activities with children while simultaneously building relationships and maintaining the fun and safe environment.
5. Execute classroom discipline and management as needed.
6. Communicate often with all involved in Children's Ministry
  - a. When necessary, communicate consistently with volunteers and families.
  - b. Encourage and thank the volunteers throughout the year.

7. Before leaving Saturday service, ensure all activities and classrooms are reset and ready for Sunday morning services to be executed as planned.
8. Tear down and clean up after the second Sunday service- technology off, materials back to prep room in Lower Lodge for Nursery & PreK Coordinator.
9. Occasionally work during Family Life Ministry events, such as picnics, movie nights, etc., if requested to do so by Children's Pastor.