



## JOB DESCRIPTION

**Job Title:** Children's Ministry Administrator

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- I. **Summary of the Position:** The Children's Ministry Administrator oversees the ministry to children from ages birth through grade 5. This position provides leadership, oversight, training & vision to connect children & their parents to Love of Christ Church.
  
- II. **Experience & Knowledge Required:**
  - Ability to articulate & implement the vision of the Children's Ministry at Love of Christ Church.
  - Team Builder: Ability to recruit, train, lead & equip leaders.
  - Exceptional leadership, organization & communication skills.
  - Strong attention to detail with time management skills.
  - Strong communicator with excellent written, verbal & interpersonal skills.
  - Ability to handle confidential information.
  - Willingness to work after hours or on weekends when needed.
  - Ability to handle conflict & stressful situations with calmness & professionalism.
  - Self-starter with a high work ethic who makes things happen on a regular basis.
  - Proficient in Word & Excel, ability to learn & use other needed software.
  
- III. **Children's Ministry Essential Functions & Responsibilities:**
  - **Research, develop & maintain systems to grow Children's Ministry.**
    - Research & maintain programming & curriculum that reflects Love of Christ Church.
    - Develop & lead a midweek program to lead & mature children beyond the Sunday experience.
    - Oversee the spiritual development for children, from birth through grade 5.
    - Oversee implementation of policies pertaining to the Children Ministry.
    - Maintain all security standards for the Children Ministry.
    - Track & report statistics with efforts to ensure the health of the Children's Ministry.
  - **Prep for Sunday Kids Services & Midweek Small Groups**
    - Prepare curriculum, activities, crafts, etc. for Sunday, midweek small groups & all locations for one month at a time at least two weeks in advance.
    - Download & send lessons & videos for the website to appropriate person.
    - Email lessons & videos to both online & Bear leaders. (Note: Middletown Children's Coordinator will email lessons to Middletown team.)
    - Upload videos & weekly order of service playlists in ProPresenter for elementary for both locations.
    - Monitor supplies as needed for children & make sure they are purchased.
    - Update YouTube channel with lessons weekly.
    - Follow up with leaders regarding Sunday activities, their needs, or questions.
  - **Sunday Kids Services & Midweek Small Groups**
    - Ensure all rooms are covered for Sunday services & midweek small groups.
    - Arrive at scheduled times to setup for all services, groups & special events.
    - Do team huddle times to train & encourage.

- Ensure all children areas are secure & safety leaders are at their station.
- Monitor playground during Sunday services & small groups.
- Check periodically during services to see if leaders need additional training or help.
- Verify volunteers & children are checked in correctly into Planning Center.
- Make sure children's rooms are clean, trash is out & doors locked after each use.
- **Zoom Call for Sunday Online Kids Services**
  - Ensure Zoom call groups are covered for the Sunday services
  - Train volunteers to manage Zoom calls by verifying Zoom link & opening comments are in the online chat at the beginning of both services.
- **Recruit, Train & Encourage Volunteers**
  - Recruit & train volunteers to serve & minister to children for all programs & events.
  - Delegate tasks to volunteers whenever possible.
  - Regularly communicate the vision, mission & strategy for Children's Ministry to team.
  - As needed, attend or recruit someone to attend Join a Team step of the Growth Track.
  - Update workflows in Planning Center for new volunteers & follow up.
  - Perform background checks on new volunteers.
  - Provide care, encouragement, inspiration & support to your team.
  - Regularly plan & facilitate meetings for your team to coach, train & develop team.
  - As needed, recruit volunteers for paid childcare positions for special events.
  - Prepare, monitor & update volunteer schedules in Planning Center.
- **Children's Calendar, Budget, Holidays & Events**
  - Develop Children's Ministry calendar with children's special events.
  - Develop & maintain yearly Children's Ministry budget to be approved by Sr. Pastor.
  - Update & use all media resources to promote children's events or holidays.
- **Organization & Decor**
  - Keep cabinets & other children areas straighten & organized.
  - As needed, update bulletin boards & decorate rooms per Direct Report approval.
- **All other duties as assigned relating to the Children's Ministry**

**IV. Other Essential Functions & Responsibilities:**

- Greet visitors, answer phone & reply to church office emails within 24 hours.
- Maintain Planning Center (People) database & pastor's attendance report.
- Send emails to visitors & those who make a commitment to Christ.
- Get & sort mail.
- Maintain supplies & office equipment.
- All other duties as assigned.

**V. Employee to possess & exhibit the following core values in their daily life:**

- Love for God, His church, and the people.
- Aligned with "What We Believe," the "Leadership Core Values," & live our vision & purpose.
- Submits to the spiritual authority of the leadership & works in harmony with staff.
- Work ethic that is excellent, protective & frugal with time & money.
- Attitude of a servant, enjoyable to be with & devoted to the call of God & the Church.