



# HORIZON CHURCH

## JOB DESCRIPTION: CHILDREN'S MINISTRY LEADER

### General Summary:

The children's ministry leader is tasked to Glorify God through service to the children and parents of Horizon Church.

### Primary Areas of Responsibility:

#### 1. Ministry Responsibilities

- Leads weekly children's church (worship) service and other special events throughout the year
  - Sunday morning worship
    - K3-K5
    - 1-3<sup>rd</sup> grade
  - Sunday morning small groups
    - K3-K5
    - 1-3<sup>rd</sup> grade
    - 4<sup>th</sup>-5<sup>th</sup> grade??
  - Sunday or Midweek evening program of some type
    - Sunday could be in conjunction with Small groups at church as a support function. Biweekly?
    - Midweek evening?
- Provides spiritual leadership to children's ministry team
  - Education/Memorization
  - Quality structured curriculum
  - Communicants Class liaison
- Participates in CEF ministry
- Leads some type of summer program
  - Not necessarily VBS
  - Open to age based activities or weeknight activities
- Provides parental support/resources as appropriate for the spiritual growth of Horizon families
- Will initiate and promote safety protocols consistent with best practices

#### 2. Administrative Responsibilities

- Recruits, develops, and oversees teachers and other volunteers.

- Assists with or oversees interaction with CEF team and other mission opportunities
- Develops annual goals for the ministry with approval by the session.
- Reports monthly to the session on the activities, challenges, etc.
- Attends weekly staff meetings
- Manages all fiscal matters related to the children's ministry, principally preparing an annual budget and monitoring spending.

### **3. Personal Characteristics**

- Communicates a clear testimony of faith in Christ.
- Possesses and demonstrates a love of children and a desire to see them grow in the Lord.
- Possesses and demonstrates a strong desire to lead people on a spiritual level.
- An outgoing, cordial individual who attracts people to serve in the ministry.
- A dependable, self-starter with the necessary administrative skills to lead the ministry.

### **4. Accountability**

- The children's ministry leader is accountable to Joe Franks on a day-to-day basis and to the session in ministry objectives, budget, etc.
- Expected hours: 30-40/week average