

Marrable Hill Chapel
Children's Ministry Director Part-Time
(established June 2010; updated 2021)

Type of Staff: Leadership Staff, Part-Time (20 Hours per week)

Major Areas of Responsibility

Childhood Ministries (Infant – 6th grade)

“The purpose of Marrable Hill Chapel is to glorify God by making and training disciples of Jesus Christ motivated by love.” There are five key words that are involved with this statement – evangelism, discipleship, worship, ministry, and fellowship.

Job Objective

Oversee the planning, development, implementation, and evaluation of Christian Education for the Children (birth – Grade 6) of Marrable Hill Chapel. Develop opportunities for ministering to parents, grandparents, and guardians of the children through programs, classes, communication, and making resources available.

Accountability

Senior Pastor on a weekly basis

Elders on a general and ultimate basis. Meet with Elders on a quarterly basis

Elders and Deacons on a financial basis

Personal Qualifications

- A life that demonstrates a growing commitment to and relationship with the Lord Jesus Christ.
- Has a God-given passion for children and their families
- Agrees with the Purpose Statement and beliefs of the church and will support the constitution of Marrable Hill Chapel.
- Ability to manage children in order to provide a safe environment.
- High School degree required. College education preferred.
- Previous Christian education experience (volunteer or paid) with children
- Must be current member of Marrable Hill Chapel or willing to become a member of MHC
- Physically able to participate in activities
- Must be CPR certified
- Proficient in computer programs such as Word and Excel and willing to learn ACS (church-wide database that tracks attendance, contributions, and membership)

Specific Responsibilities:

Note: The Children's Ministry Director is not expected to be teaching in all of these classes, but instead to enlist teachers and helpers to be in each class. This will free the Children's Director up to oversee these times of education and address matters as they arise.

- Children's Sunday School
 - Recruiting Teachers
 - Ensuring Classrooms are stocked with supplies
 - Ordering Sunday School Curriculum on a quarterly basis
 - Encouraging Teachers by means of cards, occasional "treats", etc....
 - Training Teachers
 - Ensuring rooms are adequate for learning environment and safety
 - Teachers are responsible to find subs from an approved list, but on occasion, you may have to assist with filling in or finding a helper
 - Purchase animal crackers, goldfish, and little plastic cups to keep in classrooms
- Sunday School Announcements
 - This is a way to highlight a few of the upcoming events, meetings, items for collection, etc...
 - Type, print and distribute to classes before Sunday morning for all teachers and church staff.
- Nursery
 - Ensure staff is kept up to date on weekly schedule, special events, etc...
 - Ensure policies are being carried out for safety, nurture, cleanliness, etc...
 - Meet with new parents as needed.
 - Assisting when needed in finding subs
 - Visit Mom's of newborns and take them a small gift from the church
- Extended Session
 - Order curriculum when ordering Sunday School curriculum for 2-5 year olds
 - Send curriculum to volunteer teachers weekly
 - Recruit and train teachers
 - Organize schedule each quarter for teachers and mail to them
- Children's Church (K-3rd grade)
 - Recruit teachers and helpers as needed
 - Train Teachers
 - Research and purchase curriculum as needed
 - Ensure supplies and needs are available for the class

- Sunday Night Club
 - Ordering of Curriculum
 - Recruiting Teachers
 - Recruiting helpers for the nursery, 2-5 year old's, and 1st – 6th grade class.
 - Training Teachers
 - Overseeing the role/attendance for these evenings
- Creating avenues for the students to serve, share, and sing in the church and congregation
 - Easter
 - Christmas Musical
 - Valentines
 - Nursing Homes
- Lead Children's Ministry Team
 - This team will be vital to your sanity! Let them help you.
 - Develop a vision for the ministry and cast it to the team, helping them make it their own
 - Meet with team once a semester
- AWANA's
 - The Commander is directly over AWANA's, however, since it falls under ministry to children, the Children's Ministry Director needs to be aware and alert of all that is going on.
 - Help to enforce policies that exist for the health and safety of the whole church
 - Street crossing
 - Children in the gym
 - Only adults (parents/guardians) can pick up children, not other children
- Summer Activities
 - Fun activities – fishing, day trips to zoo, parks, movies, swimming, etc...
 - Wednesday nights – possibly create an opportunity for outreach or educational growth
- VBS
 - Evaluating and purchasing curriculum
 - Helping to develop and plan for a dynamic VBS
- Victory Bible Camp – The Victory Camp Board runs this ministry, however, it would be good for the Children's Ministry Director to see how he/she can be involved with the teaching, music, and speakers during this time frame since it does directly impact our children.