



Park Ridge Community Church

Job Description

We desire to associate ourselves in a fellowship of the Christ Spirit and covenant to accept one another in diversity of faith, supporting each other in love and respect. The fellowship that is our church grows from and builds upon the traditions of various Christian Churches of the centuries.

We intend as individuals to grow in our understanding of the true nature of God and the way of life taught by Jesus Christ.

Unity with God is the goal, Jesus Christ is our way, the Bible is our greatest resource, and the Church is our visible, sustaining fellowship.

As members of this church we shall go forward together in freedom, seeking continually to learn more of the true nature of God and His purpose.

Position Title: Children's Minister

Exempt Status: Exempt

Reports to: Assoc Minister/SPRC/BOD

Status: Part-Time, Salaried

Weekly Hours: 10-15 hours

Supervises the Following Staff Members: Non-Paid Sunday School Teachers, Nursery Staff
Staff Representative on Following Committees: Faith Development Committee, Children's Ministry Team

Job Summary/ Purpose:

The Children's Minister(s) works with volunteers, parents, and other staff to ensure a stimulating, caring, nurturing environment where the infants and children of the church are educated about God, scripture, and community through engaging Sunday School, Vacation Bible School, and additional age-appropriate events.

Essential Duties and Responsibilities:

1. Organize and Lead Administration of Sunday School Program
 - a. Recruit, train, equip, and background check volunteers for Sunday School (and Children's Activities)
 - b. Register children, maintain records, take attendance & record offerings
 - c. Provide weekly craft, scheduling, clean-up, and curriculum support to teachers
 - d. Support weekly music practice and worship performance for pre-K – 3rd graders
 - e. Ensure communion is offered to 3rd-12th grade students and teachers monthly
 - f. Support and hold nursery staff accountable for hours, order, and care of infants and children utilizing nursery
2. Program Development and Support
 - a. Review, Order & Update curriculum for Sunday School and other events/Classes
 - b. Inventory and order supplies as needed
 - c. Organize and Support Children's Christian education offerings in addition to Sunday School, including My Bible, First Communion, Children's Pageant, and VBS
 - d. Plan and coordinate Children's Mission projects; Collect and request fund distribution
3. Coordination with other Church Teams
 - a. Work with Staff Team on special events such as Rally Day, Kids' Club, Bible Olympics, and Prayer Buddies
 - b. Coordinate and Collaborate with other teams: Outreach, Membership, Youth Committee, Worship Support, etc.

4. General Administration/Communication
 - a. Prepare communication pieces for bulletin, Newsletters, website, calendars, and other reminders
 - b. Communicate with Parents regarding all Children's Ministry activities
 - c. Prepare and monitor Sunday School and Confirmation budget and expenses

Other Responsibilities:

- Attend Weekly Staff Meetings
- Report to Board of Directors and Faith Development Committee
- Adhere to strict level of confidentiality

Core Competencies:

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of Park Ridge Community Church.
- **Spiritual Maturity:** Models faith through words and actions and is able to articulate a personal spirituality to others.
- **Team Building Skills:** Works well independently or with others. Understands responsibilities and instructions within the scope of the larger picture.
- **Interpersonal Skills:** Balances leadership and teamwork. Demonstrates the skills of active listening and openly accepts constructive criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and abundance.
- **Self Starter:** Must be friendly and professional, self-motivated and organized with the ability to multi-task and exercise good judgment and discretion.

Accountability:

- Reports directly to the Associate Minister (or Senior Minister when no Associate Minister in place) concerning tasks and other day-to-day duties.
- Reports to Faith Development Committee for alignment of age-level opportunities
- Reports to Staff-Parish Relations Committee (SPRC) regarding terms of employment.
- Formal reviews with the Associate Minister and the liaison and/or chairperson of SPRC will be conducted on a yearly basis.

Minimum Qualifications:

- **Computer Skills Required:** Familiarity with Microsoft Office: Quicken, Excel, Word, and Internet; Google Suite: Calendars, Drive, Google Docs
- **Language Skills:** Strong communication skills required. Ability to read and comprehend simple instructions, short correspondence and memoranda. Ability to write simple correspondence. Excellent interpersonal, verbal and written communication skills in English required. Ability to effectively present information in one-on-one and small group situations to church staff, congregation and the general public.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Certificates, Licenses and/or Registrations:** None
- **Teaching Experience preferred**

Physical Demands:

- While performing the duties of this job, the employee is required to use hands. The employee is regularly required to sit and is occasionally required to stand, walk, reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.
- Vision Requirements: Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Work Environment: Work is typically performed in a church office environment. The noise level in the work environment is usually low.

Terms: (Actual days worked, office closures, activity calendar changes, etc. may require shifts in the schedule; we understand the intent of this agreement to be adjusted as needed.)

Hours: 10-15 hours/week including Sunday Morning responsibilities

Salary Compensation:

Salary is paid twice each month at same level, regardless of number of hours worked.

Vacation Time: Per Board approved benefit policy - 6 work days to include up to 2 Sundays

Vacation time should be requested and approved, at least one month in advance. The Office will be closed on the following holidays are not considered vacation days: New Year's Day, MLK Day, Easter Monday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, and 2 days off for Christmas.

Sick Time: Within reason, call to notify office of illness