

Children's Ministry Associate – 18 Hours

MISSION & STRATEGY-

To be a vital part of Children's Ministry, leading a dynamic team of volunteers that offer support and structure to the ministry. That you and your teams would serve as partners in ministry to see thousands of children join Jesus in a community that enjoys God and transforms the world through the Gospel.

THE CHILDREN'S MINISTRY ASSOCIATE must

1. BE a committed Christian who demonstrates CHRIST's character and engages in the New Life community.
2. Work in CONJUNCTION with the Children's Ministry Leadership to implement purpose and vision
3. OVERSEE childcare
4. COLLABORATE with Children's Ministry Director to provide outreach events, family events, VBS, camp and training events.
5. MANAGE resource room.
6. OVERSEE theme development
7. RECRUIT for Children's Ministry
8. MANAGE social media accounts for Children's Ministry

OUTCOMES-

OVERSEE childcare team for church events, outreach events (Mom's Matter), and city-wide activities

- Build a team of over 15 people to provide childcare for New Life events.
- Oversee the hiring and the initial training of every new childcare worker
- Provide a monthly schedule for child care team
- Host 2 trainings a year for childcare team
- Do yearly evaluations of each childcare worker
- Every childcare event must follow CM guidelines

COLLABORATE with Children's Ministry Director to provide outreach events, family events, VBS, camp and training events.

- Listen to CM Director about key goals for each event
- In cooperation with CM Director execute events to meet the key goals
- In cooperation with CM Director recruit and coordinate volunteer teams

- In cooperation with CM Director set up event
- Do Facility and Promotional Request forms for events
- Create and maintain records for event

OVERSEE resource room

- Organize room making sure everything is neat, labeled and readily available
- Recruit a team to help organize and maintain the resource room
- Make sure basic items are stocked
- Tidy up room weekly
- Coordinate with Curriculum Team what items are needed for upcoming lessons, making sure current resources are utilized

OVERSEE room development

- Decorate classrooms to reflect upcoming series or event, staying within budget guidelines
- Maintain appearance of each classroom, making sure each room is functional for the needs of that class
- Maintain supplies in each classroom

RECRUIT for Children's Ministry

- Co-ordinate with CMD covering the event promotion in courtyard
- Promote and Recruit for Children's Ministry Leaders

MANAGE promotion for Children's Ministry

- Post weekly on social media about upcoming lesson content for Elementary and Preschool
- Promote events on Social Media and Website
- Complete FR and PR for upcoming events and other needs of Children's Ministry
- Post on FB at least 3 times a week about Elem & Preschool content along with CM events on CM page
- Post twice a week on NLBF page about content for upcoming Sunday
- Post upcoming events on NLBF page
- Make sure CM website and timely are always up to date

PREPARE Sunday morning materials for Elementary Classrooms

- Compile curriculum
- Prepare for activities
- Provide Small Group Materials

Skills Needed: Strong people and writing skills, critical thinker, organized, able to plan well, doesn't avoid conflict, flexible and self-motivated

Technical Skills: Basic knowledge of Excel and Word, Social Media

Typical Schedule: Monday 9 am- 5pm, Tuesday or Wednesday 9am-5pm, Sunday 8 am-12:30pm – Saturdays are required with events