

**Children’s Ministry Leader**

**Classification: Part-time 15-18 hours**

**Ministry Area: Children’s**

1. **WESTBROOK’S VISION**

By receiving all that God wants to give us and giving his blessings away we will create a caring community where all can **belong, become** like Christ and **be a blessing** to the world.

1. **MINISTRY AREA PURPOSE**

Children’s Ministries exist to teach the message of Jesus Christ to children and assist our Christian families in laying a strong foundation for children to follow Christ for a lifetime.

1. **ROLE**

To develop and implement children’s programming each week for children from infants through 5th grade; working through volunteers, parents, and staff.

1. **RESPONSIBILITIES**
2. Select curriculum for Sunday morning programming.
3. Provide childcare and programming for special services like:
   1. Good Friday
   2. Annual Meeting
   3. Christmas Eve
4. Recruit, Train and Equip teachers and volunteers for two Sunday services.
5. Develop activity bags for children to have for our special family services.
6. Oversee room use and equipment for each classroom.
7. Plan and conduct training meetings for Children’s Volunteers.
8. Develop and monitor budget and objectives for the Children’s Ministry.
9. Participate in Children’s Network Events and special seminars to stay current with Ministry standards.
10. Advance the vision of Westbrook Community Church:
    1. Attend weekly staff meetings
    2. Complete other duties as assigned
11. **RELATIONSHIPS**
12. Report to Student Ministries Director.
13. Work with Westbrook Volunteers and Staff.
14. Connect and communicate with parents.
15. **QUALIFICATIONS**
16. Bachelor’s degree preferably in a child related field.
17. Previous children’s ministry experience.
18. Endorse the Statement of Faith and the traditional evangelical theology of Westbrook CC.
19. Demonstrates leadership skills.
20. Ability to handle confidential information with professionalism.
21. Able to shift gears quickly and comfortably.
22. Able to work in a fast-pasted growing environment.
23. Possesses a teachable spirit.
24. Desire and ability to actively build relationships with Westbrook members and volunteers.
25. Ability to develop and implement children’s programming.
26. Excellent interpersonal and communication skills.
27. Desire and ability to actively engage children birth through grade 5.
28. Ability to recruit, motivate and equip volunteers.
29. Knowledgeable with Microsoft Office products including Power Point, Excel.
30. Possess spiritual gifts include leadership, administration, and teaching.
31. Team player with Westbrook staff and members.