

**Belton Church of Christ
Children & Family Minister**

The Belton Church of Christ exists to Make Disciples who Believe in God, Connect with God's People, and Care for Others.

The BCC vision for Children's Ministry: To create a community of families who disciple kids by modeling an authentic walk with God in our attitudes, skills, relationships and knowledge.

Terms: Permanent, Full-Time

Reports to: Lead Minister. Final oversight remains with the elders of the BCC, and they will be included in all communication and staff matters.

Purpose: To assist the leadership and congregation of Belton Church of Christ in encouraging and equipping the home to be the primary place where faith is nurtured, lived, and shared.

Preferred Education, Experience, Skills and Maturity

- Spiritually and emotionally mature evidenced through devotional life with God and healthy relationships with people.
- High personal integrity, with the ability to earn trust and respect from others.
- Leadership skills including collaborative, time management, organizations skills; self-awareness of own leadership style.
- Ability to preach and teach. Strong communication skills.
- Experience with recruiting, equipping and managing volunteers.
- Preferred experience in ministry; Preferred married with children.
- Bachelor's degree required.
- Working knowledge and understanding of Faith@Home philosophy and strategies.

Duties and Responsibilities:

Spiritual Formation

- Implement a Sunday/Wednesday curriculum strategy for children ages birth through 5th grade that supports both the vision of the church and the children's ministry.
 - Yearly evaluation of current curriculum choices.
 - Provide a clearly outlined Scope & Sequence that addresses developmental milestones.
 - Provide parents with resources that allow them to prepare their children's hearts for time spent in Sunday morning Bible class.
 - Be actively involved in teaching/facilitating children's classes on a regular basis (at least 2 quarters minimum each year in the children's classrooms).
- Maintain an effective, year-round, Kids Church program offered during the sermon. If volunteers cannot be found, children's minister will be responsible for maintaining the program.
 - Determine age appropriate curriculum.
 - Keep the volunteer schedule fully staffed.
- Conduct Vacation Bible School each year
- Participate in a leadership role during Junior Week at Camp Koinoia.
- Partner with the youth minister to ensure a smooth transition from the children's ministry to the youth ministry.
- Partner with the youth minister in LTC.

Family Engagement

- Coordinate classes and events and resources to assist parents in creating a faith at home atmosphere.
 - Seminars, Bible classes, Books.
- Plan events for families to connect outside of our regular Sunday/Wednesday meeting times.
 - Easter Egg Hunt, Family Mission Trip, Other outings/activities
- Track each member of every family as they journey from visitor to maturing member.
 - Reaching out to visitors, regular communication and encouragement to those considering membership, visits/phone calls to existing members, attending special events of children and their parents.
- Communicate on a regular basis with parents about activities and other children's ministry related news.

Congregational

- Collaborate with the staff of BCC to achieve the vision and goals of the Belton Church of Christ
 - Attend elder's meetings as requested, providing quarterly reports on the measurable outcomes determined with the Lead Minister.
 - Participate in weekly staff meetings.
- Integrate children into the body-life of the congregation.
 - Monthly participation of children in the worship environment (special songs, scripture recitations, etc.)
 - Yearly service project that promotes intergenerational involvement.
- Provide nursery services during all meeting times of church events. (Ages birth-36 months)
 - Staffed by trained volunteers
 - Nursery kept tidy and up-to-date with age appropriate toys/furniture.
- Partner with the director(s) of Belton Christian Preschool (BCP) to ensure that it is a viable ministry of the church.
 - Monthly communication to BCP parents.
 - Attendance of BCP programs and monthly participation leading chapel.

Administrative

- Lead and equip a team of volunteers to implement the vision of the Children's Ministry
 - Maintain a complete schedule of volunteers for all children's ministry programs (Sun/Wed Bible Class, Nursery, Kids Church).
 - Properly screen every volunteer working with minors. (Background Check, personal interview, waiting period)
 - Ensure each volunteer has the curriculum resources (lesson plans & supplies) in a timely manner.
 - Communicate on a regular basis via email/phone/in person with each volunteer serving on Sunday or Wednesday.
 - Conduct biannual equipping meetings for each volunteer type.
 - Show regular appreciation to each individual volunteer.
- Ensure that all learning spaces are kept clean and up-to-date.
 - All multi-media is working, environment is clutter-free, decorations are cycled, response stations are fresh and changed regularly.
 - Communicate with Resource Room Coordinator to ensure it remains fully stocked and organized with needed supplies.

OTHER RESPONSIBILITIES:

- Keep regular office hours that are communicated to families and other staff members. A minimum of 40 hours will be dedicated to ministry per week; however, some student events will necessitate a workweek that exceeds 40 hours.
- Maintain a database of actively involved children and parents who are eligible to participate in the children's ministry program.
- Become personally involved in the lives of students and their parents who are involved in the children's ministry.
- Establish a schedule to engage with students outside of corporate worship and beyond the church building.
- Minister to students when they are ill or in the midst of a crisis.
- Establish a method to solicit student and parental input to improve the ministry and consider all information as valuable. This should include parent meetings at least twice a year.
- Establish and maintain a presence on social media.
- Operate within the children's ministry budget.
- Assume other duties as necessary and assigned.