

Job Description: CBCGB Children's Minister

PURPOSE	The purpose of this position is to provide overall leadership to all programs and activities related to CBCGB's Children's Ministry. Specifically, the Children's Minister will be an advocate, role model, spiritual mentor, and encourager of CBCGB's children, their families, and Children Ministry's co-workers.
WORKING RELATIONSHIPS	The Children's Minister will be reporting to the Senior Pastor. When specific needs arise; s/he will assist senior pastor to deal with and to participate in overall church ministries outside of the defined children ministry boundary on a short-term basis.
RESPONSIBILITIES	<p>Visions and Values</p> <ul style="list-style-type: none">▪ Develop, implement, and evaluate visions and values for Children's Ministry in collaboration with the Children's Ministry Leadership Team.▪ Educate coworkers and parents about the established visions and values. <p>Discipleship and Care</p> <ul style="list-style-type: none">▪ Research, obtain and/or create curriculum. Ensure materials are ordered and distributed in timely fashion.▪ Equip Children's Ministry leaders and coworkers by providing or organizing spiritual and educational trainings.▪ Develop and implement a discipline system.▪ Invested in the lives of our children by maximizing face time with them during each program, visit children who have accepted Christ, and follow up with children with low attendance. <p>Communication</p> <ul style="list-style-type: none">▪ Establish good communication between all Children's Ministry programs. Specifically, meet and co-work with the Children's Ministry Leadership Team members to plan, coordinate, and recruit co-workers.▪ Keep parents informed and involved through means such as monthly bulletin insert, email, Children's Ministry website and newcomer's package.▪ Serve as the liaison between Children's Ministry and other church leadership. <p>Administrative work</p> <ul style="list-style-type: none">▪ Create and maintain Children's Ministry website and calendar events.▪ Provide budget plan for each fiscal year and oversee the budget.▪ Maintain the Check-In system. Update standards to ensure children's safety.▪ Maintain the teachers' resources room.