**CHILDREN’S MINISTRY LEADER – Job Description**

**Reports to:** Executive Director and Christian Education Director

**Qualifications and Position Requirements:**

* One who exhibits a personal and growing relationship with God, a teachable spirit, and a healthy family life.
* One who is capable of creating and executing a long-term vision for Impact’s children’s ministry.
* One who is gifted and is called to the children’s ministry, loves children, and has a passion for evangelism and outreach, both personally and at the ministry level.
* An engaging teacher, with a strong biblical and theological background, who is in agreement with Impact’s Statement of Faith.
* A self-motivated leader, capable of casting and imparting vision for ministry, possessing relational skills with students, parents, and staff.

**Characteristic Duties and Responsibilities:**

Scope  
At present, the following ministries are involved: children and teenagers.  Ministries shall be age-defined and involve various purposes within each age-group, i.e. outreach, worship, fellowship, discipleship and ministry.

* Adhere to doctrine and beliefs of Impact Church of The Woodlands
* Lead and organize effective children’s programs implementing fellowship, worship, biblical teaching, discipleship, and evangelism, as well as ministry and mission opportunities.
* Recruit, train and shepherd volunteer youth staff with diverse gifts and personalities.
* Recruit interns from surrounding colleges to assist within the ministry.
* Maintain contact with students and parents, keeping them informed of ongoing activities. Keep parents updated on ministry strategies and plans in a way that encourages partnership and involvement.
* Support Impact parents in effectively fulfilling their Christian parenting roles, in concert with other pastoral staff. Ensure that parents understand we are acting as a partner not a parent.
* Assist in the development and oversight of the children’s ministry budget; also manage student fees for events and trips in a timely fashion.
* Seek to integrate children ministry into all phases of church life to create a culture that is intentionally intergenerational, striving to unite with and complement other church ministries.
* Participate as needed or requested in the evaluation and development of the overall church ministry.
* Participate in staff meetings and trainings as scheduled.
* Dress professionally; wear attire befitting a children’s ministry leader.
* Other duties as required.

**Expectations:**

* Arrive 45 minutes prior to the beginning of any scheduled event to ensure the necessary support staff and items are in place. (i.e. Sunday 7:30 a.m. and Wednesday 5:30 p.m.).
* Notify the Executive Director and/or designee (Director of Christian Education) of tardiness and absences.  Obtain an effective replacement in case of absence.
* Grow Impact children’s ministry in meaningful ways by the power of the Holy Spirit.
* Weekly one-hour one-on-one mentoring by the Christian Education Director or Executive Director so he/she may provide encouragement, direction, support, and challenge you toward holiness and righteousness.
* Attend worship services, prayer service, and special meetings.
* Present monthly summary of ministry updates and goals for the coming year to Christian Education Director and Senior Pastor.
* Participate in a yearly job performance review.
* Present a yearly children budget proposal.
* Stay current with children’s ministry practices by reading, attending children leadership conferences, etc.
* Understand there will be an annual review to determine if he continues in the office of Children’s Director.
* Submit Pre and Post Evaluation forms for all events under your ministry within the required time periods.
* Attend worship services, prayer meetings, special services and give tithes and offerings.
* Recruit volunteers and interns on a continually basis.  Provide training and support as needed.  Create ongoing system to recruit children into ministry.
* Must be proficient in Microsoft windows and PowerPoint presentations.
* Must check emails and phone on a daily basis and respond as needed to ministry needs.
* Assist with reviewing and selecting curriculum that best meets the needs of youth.  Must incorporate technology within lesson plans.
* Oversee operations of classes on Sunday’s and Wednesday nights.  Teaching is also required.
* Lead the planning and preparation of VBS, Lock-ins, New Year’s Eve Children Service, Children Summer Camp and Ministry Outreach efforts.
* Provide adequate advertisement and highlights of events and happenings within the ministry.
* Target Areas: Scripture memorization, ability to articulate the gospel and present strong Apologetic for their Christian Beliefs.

**Qualifications:**

    Personal Christian Walk:

* A trusting relationship with Jesus Christ that is clearly exhibited in the leader’s life – you just get the sense that they know God intimately
* Seeks after and follows the leading of the Holy Spirit, does not walk in the fear of man, and walks in authority

**Relationships:**

* Joyful submission to Godly authority
* Friendly, open, honest, seeking community, encouraging, with good chemistry with existing teams
* Must be a person of integrity
* Must have healthy relationships with his/her spouse and children and their support for involvement in this ministry; not enslaved to debt (except for personal residence)
* Leaders are expected to participate in the shared life, personal growth, and accountability of a Bible Study, Bible Fellowships, and Sunday worship service.

**Organizational Skills:**

* The ability to maintain weekly schedule for him/herself, handle details related to children’s ministry planning and be prepared with planning
* The ability to organize and communicate clearly and
* Present monthly and quarterly analysis of ministry and budget (i.e. outline strengths and areas of challenge).
* Plan monthly schedule for volunteers.

**Weekly Time expectations:**

Sunday Children Service(s) and Bible Fellowship

Wednesday Night: Bible Study and & Prayer

Prep work for teaching and leading

Recruiting and Scheduling

Community Outreach Planning

Administrative duties

General other duties as assigned

**Monthly Expectations:**

Attend monthly leadership meetings

Provide Monthly Summary (status of ministry/what you are doing/areas of improvement)

Seek opportunities for growth and staff development within the year.

Hold Parent Meetings to give updates on happenings within the ministry.

**Supervisor(s):**

Executive Director and Christian Education Director. Shall be evaluated annually by the Senior Pastor