

Position Title: Children's Ministry Leader / Ministry Support

Position Summary:

The Children's Ministry Leader will inspire and equip children (birth through 9th grade) and their families with the tools necessary to follow Jesus by developing and carrying out faith development opportunities and lesson plans, leading thriving age-appropriate worship experiences, and overseeing a team of volunteers all in accordance with the mission, vision, and established goals of Impact Church of The Woodlands.

Children's Ministry Leader / Ministry Support Job Responsibilities:

- Develop, organize, and implement effective children and youth programs that include fellowship, worship, biblical teaching, discipleship, evangelism, ministry, and mission opportunities
- Provide innovative and decisive leadership over the Children's Ministry to ensure its continued growth and health for future participants
- Recruit, nurture, and retain volunteers to assist with the implementation monitoring of lesson plans, activities, events, and youth programs
- Build relationships with children, their families, and volunteers to ensure a healthy, safe, and supporting environment for all
- Create an engaging and stimulating Sunday morning experience
- Furnish parents with appropriate procedures and methods for discipling at home
- Communicate, via email, phone, formal and informal meetings, and newsletters, with church leaders and parents regarding the purpose, value, and procedures of Children's Ministry
- Incorporate and plan monthly, quarterly, and annual service activities for children & youth (e.g., VBS, camp, etc.)
- Create and track meaningful metrics to provide to church leaders on the effectiveness of children and youth programs
- Provide parents with a periodic e-calendar updates of upcoming and ongoing events for children and youth
- Perform a variety of miscellaneous duties as required of the position, running errands, ordering supplies, conducting activities, and helping with set-up and clean-up for events
- Assist other church ministries (Call team, College, Baptism, etc.) with planning and organizing service events
- Provide administrative support help with weekly newsletter, phone calls, addressing and managing first time guests, new members, data entry, and volunteer communications

Ministry Areas Oversight:

- Baptism team, baby dedication, movie day (Feb/Dec), children's choir, AWANA or midweek activities, vacation bible school (VBS), and/or retreat, after-school program

Requirements:

- Must believe that salvation is a gift from God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose blood was shed for the forgiveness of our sins
- Adhere to the Mission, Vision, and Core Values of Impact Church of The Woodlands
- Computer literacy; Proficiency in Microsoft Word, Excel, Outlook & Power Point
- Clear and effective communication skills (verbal and written) to both internal and external audiences
- Strong work ethic, self-starter, demonstrate initiative, open-minded & results oriented
- Strong relationally and the ability to influence and be involved with training and equipping staff members and volunteers
- Passion for working with all age groups and for connecting children and families to Jesus and the church
- Ability to deal with information in a confidential manner and respond with sensitivity
- Able to plan and implement developmentally and spiritually appropriate content for all ages
- Ability to create a shared children's and youth ministry vision with other staff members, volunteers, and parents
- Ability to prioritize tasks to ensure deadlines are met and programs are implemented in a timely manner
- Effective organizational, interpersonal, and time management skills
- Strong ethical standards and the ability to create trust and integrity with others

Education Requirements:

- Bachelor's degree (BA/BS) in related field and minimum of two years of experience in a ministry service

Compensation:

- Compensation will be commensurate with requirements and experience

Hours:

- Sunday - 7 am -1 pm
- Tuesday – 10:30 am - 8:30 pm
- Monday, Wednesday, Thursday – 8:30 am - 5:30 pm

Job Type:

- Full-time



Working conditions and environment:

- This position requires working a flexible schedule that will include evening and weekend work
- Must be able to occasionally lift or move objects up to 25lbs
- Must be able to occasionally stand for an extended period
- Must be able to occasionally walk reasonable distances

Additional Information:

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all duties, responsibilities, and requirements of applicants.

Signature

Date

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability, or other protected classifications.