

Messiah Children's Minister 2021

Hours: Ten hours on a typical week, approximately 40 hours a month. Minister is responsible for scheduling time to accomplish tasks below.

Compensation-\$15,000 annually

Vacation and PTO: See employee handbook, generally the Minister is at worship most Sundays, but is encouraged to take Sundays off with volunteers covering any duties

Direct reports Nursery Staff

Responsible to Senior Pastor. When the Children's Minister is working in the Messiah Christian School. Church Council at Messiah alone hires and fires all employees.

Responsibilities

Goal: To help our parents and church raise our children in faith, from preschool to fifth grade. To bridge our two children communities at Messiah, School and Church, purposefully inviting the school to all events and structuring activities to encourage participation. To encourage our parents in the joyful opportunity to participate in the Christian growth of their children and to help them form a supportive peer group.

- Sunday Morning Education for preschool and academic grades PK-5, year round
 - Structure, room assignments, curriculum, volunteers, training, presence
- Wednesday Evening Education/Activities, for preschool and academic grades PK-5, September through May
 - Structure, room assignments, curriculum, volunteers, training, presence
- Vacation Bible School, one week in the summer
 - Structure, planning, room assignments, curriculum, volunteers, training, presence, marketing
- Servant/Fellowship Activity, for preschool, church and community for grades PK-5, cf. Food Pantry support and visit, Breakfast with Santa, Fall festival, Children's Sunday, etc. Approximately six such activities a year.
- Plan and manage Children's Christmas program, first day of school blessing, first bible, first communion

- Communicate to the congregation using FB, BB, actual bulletin boards, letters, postcards, emails, Sunday announcements
- Engage our children in worship, cf.lectoring, ushering, acolyting, crucifers, skits
- Work with Youth Minister as a team that engages all of our families and children
- Nursery Staff Hiring, Scheduling and Training. Nursery maintenance
- Child Safety Policy maintained
- Bi-Weekly Messiah Staff Meeting, Wednesday 3:30 pm
- Twice monthly Staff Meeting around your schedule
- Monthly Children's Sermon in worship at 9:30 and 11:00