

CHILDREN'S ASSOCIATE – ELEMENTARY & DISCIPLESHIP

JOB DESCRIPTION

TITLE

Full-Time Children's Associate (K-5)
First Woodway Baptist Church

PURPOSE

Bringing up children in the Christian faith is a vital ministry in the church. The Children's Associate for Elementary & Discipleship works with the Children's Ministry Team to carry out effective ministry to the children at First Woodway.

RESPONSIBLE TO

Children's Minister

DESCRIPTION OF DUTIES

- Responsible to oversee, recruit, and coordinate the Sunday morning activities and classes for Kinder – 5th grade in the Children's Ministry.
- Responsible to oversee, recruit, and coordinate the Wednesday evening Kids' Discipleship program.
- Recruit and retain a willing and enthusiastic team of volunteers and develop & maintain schedules as needed.
- Provide training and support for children's ministry volunteers.
- Work with Children's Minister to ensure the very best program for Kids Discipleship.
- Work with the Children's Minister to implement safety rules and communicate procedures to teachers and leaders.
- Ensure that proper safety and security procedures are followed.
- Be sure that children's supplies such as snacks and resources for teaching are fully stocked, purchased, and prepared.
- Help teachers find resources and/or teaching ideas appropriate for the age levels they are teaching.
- Prepare all Sunday morning curriculum materials, fill class boxes, clean up afterwards.
- Develop and shepherd the classroom teachers as well as the larger team of volunteers within the ministries of K-5th Grade.
- Schedule all Sunday morning and Wednesday evening elementary teachers/leaders/helpers and find substitutes when necessary.
- Develop an adequate supply of substitute teachers who are trained and have passed criminal background checks.
- Set up for, and clean up after, ministry activities.
- Maintain good communication with teachers, ministry leaders, and Children's Minister.
- Remain personally involved in teaching and/or observing when appropriate and when time permits, to understand the needs of children, teachers, and other ministry volunteers more fully.
- Be available to substitute at the last minute, if necessary, after all other substitute options have been exhausted.
- Replace and/or discard equipment and supplies as necessary.
- Organize rooms to ensure cleanliness and safety.
- Other duties as assigned.

TIME REQUIREMENTS

Forty hours per week, consisting of weekly staff meetings, ministry preparation and organization, Sunday mornings, and Wednesday evenings. Additional times will occur throughout the year with special events (including but not limited to VBS, Pre-Teen Camp, Family Holiday Celebration, Mother Son Game Night, One Sweet Night).

TRAINING AND RESOURCES

- Work alongside the Children's Minister and Children's Ministry Team.
- Attend appropriate regional and national seminars, workshops, and conferences on children's ministry, when asked to and if schedule allows.

QUALIFICATIONS, SKILLS, GIFTS

- A strong and growing personal commitment to Jesus.
- Strong interest and belief in the value of Christian education for children.
- A genuine love for children.
- Must promote a positive, Christian attitude in all work activities.
- Commitment to values, vision, and beliefs of the church and the Children's Ministry.
- Organizational, creative, and leadership skills.
- Communication and interpersonal skills - a people person.
- Ability to enable and empower others to carry out the work of the Children's Ministry and be supportive of their efforts.
- Self-starter: able to motivate self to carry out sometimes difficult or thankless tasks.
- Ability to relate well to children, teachers, leaders, and parents.
- Basic computer skills.
- Must use discretion in dealing with confidential matters.
- Supportive of the Children's Ministry, Children's Minister, Children's Staff, Ministerial Staff, and church.