

**Christ Episcopal Church  
Cedar Park, TX**

**Children's Ministry Job Description**

**Mission of Children's Ministry at Christ Episcopal Church**

*Faithfully encouraging children and their families to enjoy and embrace their walk in faith through Christ-centered, kid-friendly children's programming.*

**Job Duties**

**Manage Children's Formation Programs**

- Recruit and train Christian Formation volunteers for Kids Kingdom and Crossroads. A minimum of eight volunteers per section is needed (16 total)
- Identify, recruit, train and supervise lead coordinators for Kid's Kingdom and Crossroads
- Schedule and facilitate monthly gatherings of volunteers and coordinators\
- Schedule and facilitate quarterly gatherings of parents and other stakeholders for input and communication. Partner with parents in equipping them to be models of faith for their children
- Sunday school/Kids Kingdom (3 years-3<sup>rd</sup> grade) Crossroads (4<sup>th</sup>-6<sup>th</sup> grade) Work with lead coordinators and curriculum team to create lesson plans
- Vacation Bible Adventure (VBA)- Summer camp program for ages 3 years- 5<sup>th</sup> grade. Create program, manage volunteers, registration, communications, advertising, etc.
- Special Events- Backpack blessing, Pentecost, All Saints Day, Advent, etc.... Plan for special events throughout the year to coincide with liturgical calendar
- Youth Volunteer Events- Plan several volunteer events throughout the year for Crossroads (4<sup>th</sup>-6<sup>th</sup> grades). I.E. Trick or Treat for Canned Goods, volunteer at animal shelter, service activities.
- Community Social Events- Assist with community/church wide social events. Make sure there are activities for children at church-wide events, when necessary. I.E. Shrove Tuesday, Pentecost picnic, etc.
- Relationships- be present with youth, children and families; know the names of most youth, children, and parents; maintain frequent connection with children and parents through regular text messages, email, and phone conversations, as well as face to face conversations and meetings
- Development- that regular prayer, worship, study and service are a part of self-care as well as Sabbath rest and leisure.

**Communications**

- E-Letter/Bulletin- Work with communications coordinator to advertise for special events or children's ministry news
- Monthly Children's Ministry Newsletter- Write and send monthly children's ministry news through Constant Contact

- Maintain Constant Contact Children's Ministry contact list
- Website- Regularly update and maintain the Children's Ministry Website
- Child Information Forms- Collect and maintain child information forms. Includes basic information, contact information for families, allergy/health information, etc.
- Volunteer Information Forms- Collect and maintain volunteer information forms. documents, including email/address/phone directories are continually updated and current, background checks and safe church documents are available and completed and held in an accessible, yet confidential place

### **Training**

- Safeguarding God's Children- Be aware of the training opportunities in the area. The coordinator should also become a trainer for Safeguarding God's Children. Train 2-3 Safeguarding classes at Christ Episcopal Church throughout the year.
- Volunteer Training- Meetings to train volunteers for Sunday school and/or VBA.
  - Train youth volunteers for VBA

### **Meetings**

- Attend staff and ministry meetings when scheduled

### **Other**

- Work with grade level coordinators maintain supplies, clean classrooms/supply closet, change bulletin boards regularly, linens in children's chapel

Non Exempt Position  
15 Hours per Week

Revised 7.2.13