

Job Description
For
Family Bible Church
Children's Program Staff Member

Women's Ministry Goal:

To help all women grow in their relationship with God and others

WM Children's Ministry Goal:

To provide safe and loving care for each child entrusted to our children's program. This is an extension of our ministry to women and their families.

Qualifications:

- Enjoys working with children
- A heart that cares for children and their needs
- A willingness to work collaboratively with others

Responsibilities:

- Provide personal information for employment
- Pass a background check
- Be punctual and reliable to work your assigned times
- Do planned activities (Bible stories, DVDs, crafts) with the children
- Follow ratio and safety guidelines stated in the *FBC Children's Ministry Standards*

Organizational Relationships:

- Responsible for: Children in program
- Responsible to: WM Children's Ministry Program Coordinator
- Work in cooperation: Children's Ministry staff members

Time Required:

- 3-6 hours per week; paid position
- Special Events-as needed throughout the year

Time Commitment:

- Weekly during Women of the Word (WOW) Bible Studies
- Events throughout the year usually on a Friday evening or Saturday
- Substitute positions are also available

Women's Ministry and MOPS
Children's Program Staff Application

Name: _____

Best Phone: _____ Email: _____

Address: _____

Previous Experience (paid or non-paid):

Job Title: _____

Responsibilities: _____

Supervisor name and phone: _____

May we contact your supervisor for a reference? _____

Personal Reference:

1. Name: _____

Relationship: _____ Phone: _____

1. Do you meet the qualifications stated on the job description? _____ if not, explain.

2. What qualities do you have that make you suitable for this position?