

Children's Ministry Job Description

Moran Park Church

Reporting Relationship: The Children's Ministry position will report to the elders

Function: To lead and coordinate the Moran Park's Children's Ministry program.

Hours: an average of 2 hours per week

Responsibilities:

- Create the kids ministry volunteer schedule quarterly
- Make lessons available to children's ministry teachers (digital and printed; quarterly)
- Gather supplies for weekly lessons and have available for teachers on Sundays
- Lead and communicate when issues arise or changes are needed (like room changes to best meet needs, handling issues with volunteers, etc.)
- Perform *yearly* background checks and keep records in Planning Center
- Upload previous Sunday Sheets (check-in/out, Host checklist) to Dropbox (weekly)

Qualifications:

A growing, personal relationship with Jesus Christ, demonstrated by a life lived in obedience to the will of God as described in the Bible.

Must be able to joyfully affirm the Moran Park Statement of Faith and attend the church regularly

Self-motivated; able to start and finish projects.

A good communicator and listener.

Able to set priorities among various demands.

Able to work well with others in collaboration (especially the other staff of MP and elders).

Regular attendance at Moran Park Church