

A. Job History:

Job Title: Children's Ministry Associate - Northfield

Reports to (Title): Campus Pastor

Date Job Created: December 2018

Created by: Lisa Gidlow

HR USE ONLY: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt Hours: 10 hours

B. Strategic Role Summary:

The Children's Ministry Associate will serve together with the Northfield Campus team to coordinate, teach and implement age appropriate Christian weekend ministry for children Birth – Pre-K, as well as provide a continuum of resources designed to equip children, volunteers, and parents to grow deep in their personal relationship with God.

C. Key Responsibilities (Essential Output):

1)	Assist, as necessary with the implementation and teaching age appropriate curriculum ministry for children's ministry at the assigned campus.
2)	Along with the other campus staff, create and maintain a volunteer supported ministry. This includes recruiting, equipping, and coordinating volunteers in all areas of children's ministry.
3)	In collaboration with other children's ministry team members and other church wide teams, assist in planning and supporting events and weekend programming.
4)	Communicate regularly with parents and volunteers through email, phone, and the web page.
5)	Other duties and responsibilities as assigned by supervisor.

D. Education/Experience:

	Required	Preferred	Major Course of Study/Description	Years of Exp.
HS Diploma/Equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Bachelor's Degree	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Education, Christian Studies/Ministry	
Experience with children's Christian ministry education.	<input type="checkbox"/>	<input checked="" type="checkbox"/>		2+ years
Experience with recruiting and training volunteers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Program or event coordination	2+ years

E. Core Competencies:

•	Mature faith, a personal relationship with Jesus Christ, commitment to the Teaching Statement and ministries of Hosanna!, a signed Hosanna! Leadership Covenant and submission to Biblical authority.
•	Membership in the congregation and worship at Hosanna! required.
•	Ability to design/enhance age appropriate Christian curriculum and worship services for young children.
•	Strong organizational and communication skills to work effectively with teams, volunteers, and parents.
•	Ability to plan, supervise, and delegate.
•	Commitment to train and utilize volunteers in a Christian environment.
•	Knowledge and comfort with use of personal computers and audio visual materials and equipment.
•	Spirit of cooperation and teamwork to function as a key member of the Children's Ministry and other Hosanna! teams.
•	A passion for the Christian faith development of children and for equipping volunteers.
•	Ability to evaluate, provide constructive feedback for the pursuit of excellence.

F. Working Conditions/Physical Demands:

•	Weekends and special events throughout the year as required. This includes Christmas Eve and Easter.
•	Available to work core weekly hours Sundays through Thursdays as needed by the ministry.
•	Lifting of supplies and equipment up to 25 pounds as necessary.

•	May requires repetitive and extended computer work.
•	Extensive standing, walking and sitting for extended periods of time.