

Sherwood Oaks Christian Church

Children's Ministry

Bedford Coordinator

(Part Time Hourly)

Mission Statement of the Children's Ministry: We partner with families in leading kids to develop a deep understanding of who God is and a love for others that reflects God's love for us.

Values of the Children's Ministry: Connect in a fun, safe community
Grow in biblical truth
Serve like Christ
Share Jesus with others
Worship with whole-hearted praise

Position Objective: This part-time ministry leader will work under the direction of the Director of Children's Ministry and the campus pastor to carry out the mission of the Children's Ministry.

Personal Qualifications:

- A "we can do it" and "how can I help you" team attitude, with flexibility and adaptability in carrying out the CM mission and working with other staff and volunteers
- A heart to serve kids, parents, and volunteers
- The ability to lead, attract, invite, motivate, equip, and encourage volunteers
- Excellent verbal and written communication skills
- Organizational skills
- Proficient computer skills (Word, Excel, Power Point, Publisher)
- Strong regard for details
- Self-starter

Responsibilities include, but are not limited to:

1. Ministry Management:

- Lead the Bedford Saturday evening children's program (birth through 5th grade) by
 - 1. preparing curricula—lessons and activities
 - 2. inviting and placing volunteers, keeping track of volunteers' schedules, and sending weekly reminders to volunteers
 - 3. being present for volunteers, kids, and parents during children's programs
- Participate in CM vision casting, policy development, and event planning
- Interact with parents, volunteers, and kids

- Aid in inviting, retaining, and supporting all CM volunteers
- Set up and maintain clean, professional, and safe environments
- Encourage and support parents, volunteers, and kids
- Help develop training materials for volunteers and host training seminars
- Maintain a high level of confidentiality, integrity, and grace when working with parents, volunteers, kids, and other staff members
- Ensure that all required program elements are in place by either
 1. delegating portions of the program to responsible, growing leaders and then following up and supporting them OR
 2. personally making sure elements are in place

2. Work Schedule

- 5 - 10 hours per week (more or less depending on special events)*
- Must attend CM Team Meeting (1.5 hours every other week)
- Must attend Multisite Team Meeting (TBA)

*The hours will change as the program grows.