

Sherwood Oaks Christian Church

Children's Ministry

Production 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 with the CM staff and volunteers 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, Planning Center)
- Strong regard for details
- Self-starter

Responsibilities include, but are not limited to:

1. General:

- Participate in CM vision casting, policy development, and event planning
- Help manage CM events (VBX, Parents' Night Out, camps, etc.)
- Interact with parents, volunteers, and kids
- Aid in inviting, retaining, and supporting volunteers
- Help set up and maintain clean, professional, and safe environments
- 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

2. Productions (e.g., Sundays, FX, VBX):

- Lead CM Productions Ministry by
 1. preparing production curricula—drama skits, music, choreography, and stage design
 2. inviting and placing production volunteers and keeping track of their schedules
 3. collaborating with the Tech Coordinator and Director of CM to ensure that all the elements of each production work together as a whole
 4. being present for volunteers, kids, and parents during CM productions
- Ensure that all required program elements are in place for each CM Production 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

3. Work Schedule

- 15-20 hours per week
- 5-6 hours would need to occur on Sunday mornings to direct the Elementary Production
- Must attend CM Team Meeting (1.5 hours every other week)
- Must attend CM Elementary Planning Meeting (1 – 1.5 hours per month)
- Hours would increase for special events – like FX and VBX – to account for extra curriculum prep and rehearsals
- Allowed 5 Sunday absences per year