

St. Bartholomew's Children and Family Minister Job Description

Position:	Full time
Reports to:	The Rector – Record of time spent on job required monthly.
Pay:	Full time - \$30,000.00 per year
Total Hours:	Full time: 30 hours per/week
Working Conditions:	Full time – Time includes Sunday mornings

Purpose: To provide oversight and management of the children and family ministry, including the nursery, Sunday school, and Kid's Church. Assist in coordinating with other teams for special events.

RESPONSIBILITIES AND DUTIES:

Administration

- + Maintain and update electronic communication of activities and events with families in the church.
- + Ensure nursery and classrooms are organized, safe and clean environments. Regularly inspect toys and equipment for hazards.
- + Be sure nursery supplies are maintained.
- + Communicate with other staff and Vestry concerning the needs of the Children's Ministry.
- + Maintain classroom supplies and snacks.
- + Be one of the teachers in the classrooms.
- + Visit the children and their families on a regular basis to be determined with the Rector.

Volunteers

- + Recruit, train, and mobilize members who have a heart for children into active ministers.
- + Serve as point of contact/scheduler for all children's volunteers.
- + Regularly observe nursery and classroom volunteers to ensure consistency in following procedures.
- + Oversee volunteer management and create a positive and nurturing environment for children.

Education

- + Pursue Professional development by visiting other churches, conduct research, take courses, and utilize diocesan resources.
- + Pursue the discipleship of children in the church and integrate them into the church's fellowship.
- + Develop and implement programs serving the children of the church fostering their spiritual growth.
- + Work with various ministry teams to foster an integrated and comprehensive program of discipleship for the children of the church.
- + Establish opportunities for growth of the Christian education program into the community and day school.

Qualifications

- + A strong personal faith in Jesus Christ as their Lord and Savior
- + Proficient in workplace technology.
- + Orderly, well-organized and punctual work habits.
- + Strong interpersonal skills.
- + Tactful with parents and adults in the church possessing effective communication skills.
- + Flexible and resourceful with good problem solving skills.