

Pine Tree Church of Christ - Children's Minister (2024)
Responsible for: Birth-6th Grade

Professional Development/Personal Development/Spiritual Health

- Lectureships (NCYM, ACU Summit, Pepperdine Harbor, Etc. Mentor Groups, etc.
- Cultivate mentor relationships with elders and other Children's Ministers
- Young family relationships
- Continuing education
- Being an active part of a Small Group
- Attend an adult bible class one quarter a year
- Attend worship, church-wide events, and social functions on a regular basis.

Weekly/Monthly/Quarterly Responsibilities

Sunday Morning & Wednesday Night Bible Classes

- Coordinate Bible class program for cradle roll through sixth grade. This will include developing and securing curriculum, developing teacher recruitment and training, and developing coordinators for different areas as needed.
- Supplying teachers with the appropriate supplies needed for each lesson.
- Overall: Curriculum Oversight
- Weekly: Making sure the teachers have the supplies they need
- Monthly: Print Bible bookmarks/upload them online
- Monthly: Supply Tubs for Classrooms
- Quarterly: Coordinating & Recruiting Teachers
- Quarterly: Binders for Teachers

Sunday Morning Children's Church & Nursery

- Coordinate a children's worship program on Sunday mornings. This will include selecting the curriculum, recruit and staff volunteers, and organize a rotation process.
- Recruit and staff volunteers for the nursery.
- Weekly/Monthly: Children's Church - Volunteers and Curriculum
- Weekly: Nursery: Coordinating Volunteers

Communication

- Email a weekly newsletter to each family and update the Facebook page to keep families informed on activities.
- Bulletin Information Updated Weekly
- Parent Resource Board

Bridge 56 (5th & 6th grade)

- Coordinate Bridge 56 program (classes and events)
- Monthly: Bridge 56 devos
- Yearly: Bridge 56 Retreats

Yearly Responsibilities

- Prayer Walk (January)
- Baby Dedication (January)
- Easter Egg Hunt (Sunday before Easter)
- Summer Kickoff (Late May)
- Avocado Sunday for 6th graders transitioning into Youth Group (Late May/Early Summer)
- VBS (June or July)
- Local Summer Events
- Pee Wee Camp @ Camp Deer Run (July usually)
- Back to School Bash (Early August)
- Bible Bookmark Reader Recognition
- Fall Fest (October)
- Trunk or Treat (October)
- Christmas Program (Mid-December)
- Christmas Event

Additional Responsibilities

- Teacher Meeting (up to twice a year)
- Outreach Events - Caring and Sharing Backpacks; Trunk of Treat; VBS; Etc.
- Budget - Provide oversight to Children's Ministry budget and help develop the budgetary needs for upcoming years and present to Spiritual Growth Deacons
- Fellowship Activities - Plan and coordinate fellowship activities for children, parents, and their families on a monthly to quarterly basis.

Staff Responsibilities

- Work as a team player with the rest of the ministerial and support staff. This includes making every effort to attend all staff functions (i.e. – staff meetings, planning sessions, etc.)
- Participate and provide support and leadership (when necessary) in church-wide events
- Foster a spirit of joy and loyalty with fellow staff members and volunteers
- An underlying theme of this role is to help us live out our Vision in our children and families.

Office

- Regular presence in the office