

## JOB DESCRIPTION

**Position:** Campus Children's Ministry Leader

**Location:** Blue Springs Campus

**Classification:** Full-Time –Exempt

**Reports to:** Blue Springs Campus Pastor

**Post Date:** 10/18/2021

### Overview

The position of Campus Children's Ministry Leader is responsible for sharing the vision and curriculum from the Lee's Summit campus with the goal of creating an engaging environment for all children (pre-k through 6<sup>th</sup> grade) that pass through the doors of the Blue Springs campus of Abundant Life each week.

### Personal Responsibilities

- Be committed to grow in the grace and knowledge of our Lord Jesus Christ (2 Peter 3:18; 1 Peter 2:2) by assembling together for instruction in God's Word and engaging in the personal study of God's Word.
- Responsibly use the resources at your disposal to foster the mission and vision of Abundant Life (1 Peter 5:1-4).
- Participate in an Abundant Life group (Acts 2:41-42) as well as the discipleship ministry (Matthew 28:18-20).
- Live in a way that glorifies God and aligns with the staff core values (1 Timothy 3:1-7, Titus 1:5-9).
- Be committed to giving to the needs of the saints (2 Corinthians 8:1-7 & 9:12).

### Essential Functions and Responsibilities

- Collaborate with other Blue Springs campus staff members to replicate and implement the vision for children's programs, from age birth through 6<sup>th</sup> grade.
- Recruit and provide a steady supply of volunteers necessary for optimal supervision and education of the children on a weekly basis.
- Supervise all Children's Ministry volunteers, facilitating positive reinforcement, recognition, corrective action, discipline, and termination as needed.
- Ensure that all applicable rooms are appropriately equipped and presentable for ministry activities.
- Communicate with parents on an as-needed basis regarding program updates and individual issues with children.
- Uses the Children's ministry material as designed by the Support Services team of the Family Ministry and modifies it to be successful at the Blue Springs Campus.
- Work with Support Services staff regarding training material on a quarterly basis, involving upkeep of key volunteer job descriptions.
- Adhere to an "all hands on deck" philosophy to ensure that all areas of ministry and administrations are covered.
- Purchase resources and supplies directly related to the ministry.
- Ensure that health and safety procedures are established, and that all children's ministry personnel have been properly trained.
- Work with the Family Pastor to prepare and track the Blue Springs campus Children's Ministry budget each year.
- Provide support for family events, such as volunteer appreciation, VBS, camps, etc.
- Practice discretion and confidentiality in the dissemination of information.
- Attend weekly meetings with the Children's Ministry to help shape the direction of the ministry.
- Other duties as assigned.

### Skills and Qualifications

A general knowledge of Microsoft Office is required. Success in this role will be achieved by a highly motivated, task-oriented leader of leaders, who can inspire volunteers to implement the AL curriculum in an engaging and well-organized manner. A healthy and effective communicator toward children, parents and volunteers is vital to the success of this position. A high level of organization is required to oversee the execution of Sunday mornings, in which large numbers of children are present each week. Employment at AL requires a commitment to honoring the Lord in work and life, as well as the character to uphold the AL Staff Core Values of Synergy, Excellency, Integrity, Tenacity, Humility, and Loyalty. The skills, qualifications, and responsibilities listed here are not intended to be all-inclusive of the abilities needed to perform the job.

### Experience

- A minimum of one year of experience in a leadership capacity is required.
- Ministry and children's education experience is preferred.

### Benefits

Abundant Life offers a competitive employee benefits package to all full-time employees.

*\*It is the policy of Abundant Life Baptist church to provide a workplace free from discrimination. We base all employment decisions on job-related qualifications and merit, without regard to race, color, national origin, sex, disability, age, military status, or any other class protected by federal, state, or local law.*