DIRECTOR OF CHILDREN’S MINISTRY

Position Details:
• Part-time staff position, approximately 10-12 hours per week (begins with a 6-month trial period)
• 3 Sundays off annually (will schedule subs when not available)
• Compensation: $11,000 annual pay
• Supervisor: Associate Pastor

Position Description
• Provide guidance and care for the children and their families at Aliso Creek Church
• Support the work of the pastors and Session in their pastoral care to children and their families
• Recruit teachers and assistants for Children’s Church and Sunday School
• Create and maintain schedule for Children’s Church and Sunday School
• Recruit volunteers for Nursery for both church service and Sunday School
• Create and maintain schedule for Nursery for both church service and Sunday School
• Stock and maintain activity bags for children to use within sanctuary
• Search for and provide curriculum that remains faithful to Aliso Creek Church doctrine & philosophy of ministry
• Create and maintain current registration on children
• Obtain new families’ children information and coordinate with pastors on follow-up
• Set up and Monitor classrooms
• Arrive early on Sundays to check set-up, cleanliness and supplies for all classrooms and nursery
• Remain after Sunday School to ensure classrooms are clean and in original order
• Periodically observe classrooms, child-teacher interactions within classrooms and nursery
• Uphold Safety Procedures
• Ensure safety rules are being followed by parents, teachers, leaders and all volunteers
• Process all child worker applications and background checks with church office
• Train and equip teachers and parents to communicate age appropriate biblical truths to children
• Provide teachers with basic classroom management skills
• Communicate to parents each quarter’s main focus
• Maintain Children’s Ministry section of the website with updated events, announcements, resources, etc.
• Greet parents and children on Sunday mornings; be a dependable, friendly presence
• Plan 6-8 events during the year for children and families that care for our people and have an outreach focus (one of these can be a summer VBS)
• Participate in weekly staff meetings and be willing to give input on all matters of ministry
• Meet with the Session of Aliso Creek Church on an as-needed basis
Staff Values:
  • Passion for Jesus and his local body
  • Joy and enthusiasm for doing ministry at Aliso Creek Church
  • Humility and openness to gracious input
  • Relational intentionality and warmth
  • Commitment to excellence to the glory of God

Required Skills/Capabilities:
  • Experience in Children’s ministry and working with children
  • Good communication skills with children, parents and session
  • Able to support and agree with the doctrinal standards of Aliso Creek Church
  • Embody a love and support for the local church, as well as the pastors and session

Contact:
Email Eva Saltonstall, Office Manager, if you are interested in this position:
eva@alisocreekchurch.org.