



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.