



NORTHMETROCHURCH
JOB DESCRIPTION

Job Title: Associate Children’s Minister, Early Childhood
Supervisor: Children’s Minister
Department/Group: Family Ministry
FLSA Classification: Non-exempt
Location: NMC Campus
Position Type: Part-time (office hours, plus Sundays)

Summary

The Early Childhood Associate Children’s Minister supports and leads age-appropriate ministries, activities, and programs that reach, nurture, and disciple children (ages newborn through kindergarten), and are in alignment with the mission, core values, and vision of North Metro Church. The Early Childhood Associate Children’s Minister assists in providing a clear path for spiritual growth and involvement, supporting families and developing children to be future spiritual leaders.

Essential Functions

To perform this job successfully, an individual must be able to perform the following essential functions satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Communicate with Children’s Minister regarding needs and future plans in the Children’s Ministry
- Recruit, equip, train, and empower adults to become active team members serving within the Children’s Ministry
- Manage early childhood classes (ages newborn through kindergarten) in Children’s Ministry to include the following:
 - Schedule, communicate with, and provide training for team members to accomplish quality biblical teaching and care for children
 - Establish, maintain, and/or obtain the following for classes on Sunday mornings: Classroom Space, Supplies, Children’s Safety Protocols, Curriculum, Attendance Records
 - Implement established facility, security, and teaching guidelines and policies for Early Childhood ministry
- Oversee and coordinate team members to provide child supervision for ministry events and other requests for child supervision as needed.
- Continue to stay up-to-date on effective ways to minister to children and families by attending conferences, reading magazines, and networking with other children’s ministers

Reviewed By:	Danny Bote, Rick Frye, Trista Buffalino	Date:	10/13/17
Approved By:	Rick Frye	Date:	10/17/17
Last Updated By:	Danny Bote	Date/Time:	1/19/18

- In cooperation with Children’s Minister, create and manage a budget for curriculum, supplies, and training
- Physical attendance at NMC campus
- Physical attendance at certain official NMC events
- Attend weekly staff meetings and scheduled leadership team meetings
- Maintain weekly contact with Children’s Ministry staff and other staff members as needed
- Attend Children’s Ministry-related continuing education opportunities

Supervisory Relationships

This position has no supervisory responsibility. The Children’s Minister sets the overall objectives of the work assignments, priorities, and deadlines. Work may be reviewed to ensure that the overall objectives are met. The person in this position uses initiative and discretion in interaction with staff, congregants, and visitors. Because of the nature of the role, the Early Childhood Associate Children’s Minister must demonstrate a high level of trust and the ability to protect the reputation and integrity of others through strict confidentiality.

Key Relationships

The Early Childhood Associate Children’s Minister may have daily contact with the Associate Pastor, Lead Pastor, other staff ministers, and other administrative and ministry assistants. She/he has frequent contact with the church leadership, other church staff, and congregants and visitors. A positive working relationship with the NMC staff is critical.

Qualifications

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Requirements

- An active, positive, and growing relationship with Jesus Christ
- Leadership skills in ministry, including ability to develop and lead with vision
- Experience in church and/or parachurch ministries working with children and families
- Be a team player, willing to listen to others and submit to leadership as well as give leadership
- Strong communication skills
- Be a member of North Metro Church or join within the first 90 days
- A caring attitude, excellent people skills, high integrity, and ability to exercise strict discretion and confidentiality

Competencies

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| • Ethical conduct | • Patience |
| • Communication proficiency | • Personal initiative |
| • Stress management/composure | • Confidentiality |
| • Teamwork orientation | • A desire for excellence |
| • Flexibility | • Resilience |
| • Resourcefulness | |

Education and/or Experience

Bachelor degree from college or school, or equivalent related experience and/or training, or equivalent combination of education and experience.

Language Skills

Ability to read and write instructions, correspondence, and sermons. Ability to effectively present information in one-on-one, large and small group situations to congregation, and other members of the Church staff, volunteers and external parties.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand for extended periods of time; walk; sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Primarily office work and occasional periods of outdoor or offsite engagements.

<p>NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.</p>
