



**Position:** Children's Ministry Leader

**Job Description:**

The Children's Ministry Leader is responsible for developing and maintaining all ministry programs related to children that are consistent with the vision and core values of Grace.

**Position/Pay**

- Part time, hourly position. Requiring 10-15 hours per week. Hours include Sundays, Mondays and some Saturdays. The rest of the week is flexible.
- \$17/hour with 2 weeks vacation

**Responsibilities:**

Coordinate Children's ministries (Nursery - 5th grade)

- Recruit, equip, and empower volunteers.
- Create and effectively manage the children ministry's budget.
- Purchase and prepare materials that are needed.
- Communicate consistently with parents to ensure them of their child's safety as well as provide the tools they need for spiritual leadership.
- Maintain classroom safety by ensuring all child safety measures are being adhered to, including adequate staffing and monitoring of classrooms.
- Set up, clean up and breakdown rooms in preparation for children's ministry activities.
- Manage classroom check-in, checkout, and child-volunteer ratios.
- Communicate with children in a Christ-like manner providing positive reinforcement and encouragement. Engage with children during play, worship, and art activities.
- Oversee and organize events through volunteers.
- Attend staff meetings.
- Communicate with Staff and the Congregation the materials being taught.
- Accountable to and meet regularly with the Lead Pastor.

**Qualifications**

- 2 years of children's ministry recommended but not required.
- Work productively, both independently and collaboratively with others.
- Able to adapt and evolve to the ever changing needs of ministry.
- Experience posting information on various social media outlets and websites.

**All resumes can be sent to Pastor Heather at [gracereformedwyoming@gmail.com](mailto:gracereformedwyoming@gmail.com)**

