

# Sherwood Oaks Christian Church

## Early Childhood Ministry Leader

### Bloomington East

### (Full Time Salary)

**Mission Statement of the Children’s Ministry:** We are a community of families, volunteers, and staff members whose relationship with Jesus leads kids to experience who God is and how we love Him.

**Faith Skills Focus of the Children’s Ministry:**

Listen to Jesus

See Jesus at work in me and around me

Express my love and appreciation for Jesus through my words and my actions

**Position Objective:** This full-time ministry leader will work under the direction of the Director of Children’s Ministry and with the CM staff and volunteers to carry out the mission of the Children’s Ministry.

**Personal Qualifications:**

- A “we can do it” and “how can I help you” team attitude, with flexibility and adaptability in carrying out the CM mission and working with other staff and volunteers
- A heart to serve kids, parents, and volunteers
- The ability to lead, attract, invite, motivate, equip, and encourage volunteers
- A collaborative approach to leadership
- Excellent verbal and written communication skills
- Organizational skills
- Proficient computer skills (Word, Excel, Power Point, Publisher)
- Strong regard for details
- Self-starter

**Responsibilities include, but are not limited to:**

- Lead the Sunday-morning early childhood ministry, Wednesday-evening AWANA (Cubbies) ministry and Choir ministry, and Friday-morning mom2mom kids ministry by
  1. preparing curricula—large-group and small-group lessons and activities, music, choreography, etc.
  2. inviting, placing, scheduling, training, equipping, and encouraging volunteers
  3. setting up and tearing down spaces for programs, classes, and events

4. being present and caring for volunteers, kids, and parents during and after programs, classes, and events
  5. communicating important information to families
- Lead the Child-Care Ministry by
    1. coordinating with CM staff to find approved child-care workers
    2. coordinating with ministry leaders to meet their child-care needs
    3. reserving rooms through the facilities team
    4. setting up rooms used for child care
    5. scheduling child-care workers
    6. preparing supplies and materials need for child-care activities
  - Participate in CM vision casting, policy development, and event planning
  - Help manage CM events (VBX, Parents' Night Out, etc.)
  - Build caring, encouraging, and supportive relationships with parents, volunteers, and kids
  - Aid in inviting, retaining, and supporting all CM volunteers
  - Set up and maintain clean, professional, and safe environment in classrooms
  - Help develop training materials for volunteers and host training seminars
  - Maintain a high level of confidentiality, integrity, and grace when working with parents, volunteers, kids, and other staff members
  - Ensure that all required program elements are in place for each CM program and event by either
    1. delegating portions of the program to responsible, growing leaders and then following up and supporting them OR
    2. personally making sure elements are in place

## 2. Work Schedule

- 40 hours per week (more or less depending on CM events)
- The majority of these hours would need to be scheduled during business hours to coordinate with other paid staff
- Must be present on Sundays from 9:00am-12:30pm to oversee the Early Childhood ministry
- Must be present on Wednesdays from 5:30pm-8:00pm to oversee the Early Childhood ministry
- Must be present on Fridays from 9:00am-11:30am to oversee the Early Childhood ministry
- Must attend SOCC Staff Meeting on Tuesdays from 9:00am-9:30am
- Must attend CM Team Meeting (1.5 hours per month)
- Must attend CM Content Team Meeting (1.5 hours per month)
- Must attend CM East Team Meeting (1.5 hours every other week).