

Reports to: Pastor of Children's Ministry

Status: Part Time, 24 hours per week

General Position Overview

To work in collaboration with the Pastor of Children's Ministry and the Children's Ministry team to create and develop a vibrant, spiritually-forming Elementary ministry for children in first through fifth grades.

Ministry Responsibilities

- Implement and adjust approved curriculum as needed to meet the goals and objectives of Children's Ministry weekend services.
- Assist Pastor of Children's Ministry in recruiting, training and developing leaders responsible for shepherding children in both the Large Group and Small Group settings for children first through fifth grades.
- Schedule, oversee, and resource the Large Group team for weekend services (worship/music, storytellers, tech, actors--as applies).
- Create or oversee the creation of themed sets/art/decorations for Large Group worship experiences.
- Work in partnership with the Elementary team in the programming and preparation of weekend services (includes elements within LG and SG).
- Create or oversee creation of media used for Large Group worship experiences.
- Occasionally host and/or teach Large Group Worship Experiences in weekend services.
- Supervise clean-up of Elementary space after Children's worship services.
- Maintain a working knowledge and skillset of technical resources within all gathering spaces of the Children's building.
- Participate in the planning and execution of special and seasonal Children's events.
- Develop, formulate, and teach various WACC Kids classes such as Alpha 4 Kids and Baptism Class.
- Maintain up-to-date records on spiritual milestones of Elementary aged children.
- Coordinate with the Director of the Special Needs Ministry to serve Elementary-aged participants and their families.
- Become knowledgeable on administrative needs and responsibilities.
- Other duties as assigned by the Pastor of Children's Ministry.

Qualifications

- Strong personal relationship with Jesus Christ as evidenced by spiritual maturity and a close daily walk with Him.
- An active member who supports the church vision and values and a participant in the faith community.
- Adheres to the theological stance of Whittier Area Community Church and all policies set forth.

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- Experience working with children; ability to positively interact with staff, children, parents and volunteers.
 - Knowledgeable about the developmental stages of Elementary aged children.
 - Strong Biblical knowledge and training.
 - Good written and verbal communication skills; computer skills with proficiency in Microsoft Windows, Google Docs, Ministry Platform, Planning Center Online, and the internet.
 - Embrace the attitude of a lifelong learner; open and willing to learn new skills and methods
 - Embrace the philosophy and vision of the Children's Ministry at WACC.
 - Love kids and grant grace in redirection/correction.
 - A desire to create an environment where children receive every opportunity to build a solid foundation of faith in Jesus as their personal Lord and Savior.
 - Work well both independently and collaboratively in a team environment.

Working Church Staff and Volunteer Relationships

- Report directly to the Pastor of Children's Ministry.
- Meet regularly with Pastor of Children's Ministry to maintain cohesiveness of philosophy, ministry plan, and WACC policies.
- Coordinate all dates, activities, publicity and correspondence with Pastor of Children's Ministry.
- Stay informed of and function within the guidelines outlined in the WACC Employee Handbook.
- Participate in meetings, worship services, retreats and conferences as requested by Supervisor and/or the Senior Pastor.
- Participate in Senior Pastor designated "all-in" church wide (volunteer) events (i.e.: Easter, Christmas, Serve, VBS) by serving in a ministry outside your own area.
- Be actively involved in WACC church life (i.e.: attend Sunday services, participate in a Grow group, and/or volunteer in its ministries).

Benefits and Compensation

- Hourly wages are reconsidered each year by the Salary Review Team.
- Insurance coverage, retirement, vacation, medical and other benefits are described and detailed in the WACC Employee Handbook.
- This is a part time 24 hours per week position.