

**Reports to:** Pastor of Children's Ministry

**Status:** Full Time, 32 hours per week

### **General Position Overview**

Oversees Preschool programming to create and develop a safe, vibrant, and spiritually-forming Early Childhood ministry for Nursery through Kindergarten aged children.

### **Ministry Responsibilities**

- Collaborate with Pastor of Children's ministry to maintain consistent standards of operation and quality programming for the Early Childhood and Nursery ministries.
- Supervise Nursery and Early Childhood weekend programming.
- Prepare Preschool rooms, the large group space, and materials for weekend services.
- Implement and adjust approved curriculum as needed to meet the goals and objectives of Children's Ministry weekend services.
- Purchase supplies as needed for all preschool programs and events.
- Assist in the recruitment, training, and development of leaders responsible for shepherding children in both the Large Group and Small Group settings for preschool children.
- Schedule, oversee, and resource Nursery and Early Childhood volunteers for weekend services.
- Attend children's team, WACC Kids staff, and all staff meetings regularly.
- Assist with WACC Kids special events within the Children's Department as needed.
- Oversee VBS preschool programming.
- Create or oversee the creation of themed sets, art, and decorations for Preschool spaces.
- Find or create media used for worship experiences.
- Occasionally host, teach, and/or lead worship for Large Group in Early Childhood.
- Work with Pastor of Children's ministry in the creation of Nursery programming.
- Supervise clean-up of Nursery and Early Childhood spaces after Children's worship services.
- Maintain a working knowledge and skillset of technical resources within all gathering spaces of the Children's building.
- Formulate, schedule, and lead special Preschool and Family events.
- Strategize and implement ways to equip families with resources on parenting and leading a Christ-centered household.
- Aid the Pastor of Children's ministry with Child Dedications.
- Coordinate with the Director of the Special Needs Ministry to serve Preschool-aged participants and their families.
- Collaborate with the WACC childcare team to support and resource childcare staff as needed.
- Become knowledgeable on administrative needs and responsibilities, including but not limited to Google Drive, Ministry Platform, and Planning Center.
- 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.
- Experience working with children; ability to positively interact with staff, children, parents and volunteers.
- Knowledgeable about the developmental stages of Nursery and Early Childhood 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.
- Loves kids and grants 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 full time 32 hours per week position.