

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

**Status:** Full Time, Hourly

### **General Position Overview**

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

### **Ministry Responsibilities**

- Implement and adjust approved curriculum as needed to meet the goals and objectives of Children's Ministry weekend services, specifically as it relates to elementary programming.
- Recruit, train, and develop lay leaders responsible for shepherding children in both the Large Group (LG) and Small Group (SG) setting for children 1<sup>st</sup>-5<sup>th</sup> grade.
- Schedule, oversee, and resource the LG team for weekend services (worship/music, storytellers, tech, actors, as applies).
- Create or oversee the creation of themed sets/art/decorations for LG 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 LG worship experiences.
- Host LG worship experiences in weekend services. Recruit and develop volunteers to act as Host in your stead.
- Supervise clean-up after Children's Ministries' worship gatherings.
- Maintain a working knowledge of technical resources and check-in equipment within all gathering spaces of the Children's Building.
- Participate in the planning and execution of special and seasonal Children's Ministries' events.
- 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.
- Assist in the formation and teaching of educational classes for elementary students and their families.
- Develop opportunities to equip parents and guardians to spiritually lead from the home.
- Coordinate with the Pastor of Children's Ministries on finding and formulating ways to appreciate volunteers.
- Understand the check-in process and know how to onboard new families into WACC's database.
- Facilitate a welcoming environment and a thriving welcome team for families coming to WACC Kids.
- Other duties as assigned by the Children's Pastor.

### **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, as well as a participant in the faith community, adheres to the theological stance of Whittier Area Community Church and its' policies.
- Experience working with children
- Ability to positively interact with staff, children, parents and volunteer teams.
- 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 to learn new skills and methods of reaching goals.
- 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 Children's Pastor to maintain cohesiveness of philosophy, ministry plan, and WACC policies.
- Coordinate all dates, activities, publicity and correspondence with the Children's Pastor.
- Participate in meetings, events, worship services, retreats, and conferences as requested by Supervisor, the Executive Pastor of Ministry and/or the Senior Pastor
- Participate in "all in" church staff event Participate in Senior Pastor designated "all-in" church wide (volunteer) events (i.e. Easter, Christmas, VBS) to the level that is appropriate for a part-time employee.
- Be informed of and function within the guidelines outlined in the WACC Employee Handbook.
- 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 hour per week position.

