



## **ZION'S CHURCH CHILDREN AND FAMILY MINISTER JOB DESCRIPTION**

### **Purpose:**

Establish and shape the vision, curricular development, and discipleship of children and family ministry (birth – 5th grade) in alignment with the vision and mission of Zion's Church. Develop strategies that utilize innovation both on Sunday mornings and throughout the week. Recruit, equip, and empower a team of volunteer leaders to implement vision and discipleship weekly.

**Reports To:** Sr. Pastor

### **Responsibilities:**

- Provide leadership, vision, and execution of overall discipleship strategy, program development, coordination, implementation and direction to staff, leaders and volunteers
- Oversee Christian education related to Sunday School, weekly program(s), and special events
- Recruit committed leaders and volunteers, build systems and structures that create healthy and sustainable ministry environments by providing initial enablement, regular training, and continual encouragement
- Build relationships and intentionally seek out new families to help them navigate the ministry and get plugged in
- Collaborate with Youth Minister to provide consistency and continuity between the ministries
- Participate in staff meetings and other related duties to meet the ongoing needs of the church
- Create and maintain a safe environment for all children
- Coordinate with the Administrative Assistant to ensure timely completion of background checks and ensure all active volunteers are familiar with safety protocols
- Manage budget forecasts and expenses for children and family ministry
- Identify, manage and report on metrics that measure the success of ministry
- May be assigned other related duties by the Sr. Pastor or church leadership

### **Qualifications:**

- Active and growing personal relationship with Jesus Christ, evidenced by action, attitude and behavior.
- Uncompromised commitment to Zion's Church vision, values, and core beliefs
- High school diploma or equivalent; college degree preferred
- Minimum 3 years of experience in children and family ministry
- A passion to see children and families engaging with God's Word beyond the ministries and developing family discipleship in their homes.
- A willingness and ability to continually innovate and reinvent, inspiring others to new initiatives
- Proven ability to lead, equip, and empower leaders with kindness and humility
- Strong interpersonal and communication skills interacting with children, members, staff and church leadership
- Excellent time management skills and ability to multi-task and prioritize work
- Self-motivated with strong organizational and planning skills
- Able to work a flexible schedule in order to meet the needs of the ministry