

## **Children's Ministry Position Job Description**

These are the Children's Ministry opportunities that are included: **Sunday School, DVBS, Kids Club.** **Also, please note that this job description is a living document and will change based on external conditions such as the current pandemic. Direction on this will be from Church council.**

### **1/ Pastoral**

- Ensure that the values and practises of the LUMC Vision are reflected in our Children's Ministry programs.
- Attend PMT meeting to represent Children's Ministry concerns and issues.
- Identify families/children showing an interest in LUMC programs and invite them to attend.
- Communicate with other LUMC committees involved in community outreach.
- Plan effective implementation strategies for LUMC Children's Program

### **2/ Volunteer recruitment and management** (Sunday School, DVBS and Kids Club)

- Work with Sunday School Hosts, DVBS and Kid's Club leaders to recruit volunteers and orient as needed
- Adapt and redesign programming based on available number of volunteers.

### **3/ Curriculum planning** (Sunday School, Kid's Club, DVBS).

- Work with Education Committee to choose and order curriculum
- Make sure that there is an activity for children on non-Sunday school Sundays
- As needed and directed by Education Committee, create an online Video Lesson for families participating at home

### **4/ Organization of Supplies**

- Keep supply room stocked for Sunday School and other programs, ordering and resupplying when needed.
- Organize sports equipment and be responsible for additional orders.
- Organize curriculum materials and store them in an orderly manner.
- Keep bulletin boards current, creative and neat.
- Identify and update necessary tech requirements for Sunday School

### **5/ Communication Liaison**

- Ensure important information is communicated between volunteers in each program and PMT and/or other committees that are affected by holding regular meetings with PMT, Education Committee using appropriate communication methods available
- Organize meetings with volunteers at the launch of each program for dispersing of curriculum etc.
- Provide parents with weekly with updates and information.

#### **6/ Community Outreach**

- Work with Kid's Club and DVBS leaders to invite the children of our surrounding community.
- Maintain and Update Social Media accounts with relevant information.

#### **7/ Management of Expenses and Budget**

- Obtain periodic budget updates from the church office administrator and share these with program leaders.

#### **8/ Coordination of worship services involving the children**

- Work with the Sunday school Hosts and others to organize and present special services (Christmas Eve, Year end Extravaganza, Palm Sunday, Bibles for 3 year olds and Grade 3, books for baby dedication)

#### **9/ Data Management**

- Maintain a database of children showing names, birthdates, parent's names, telephone numbers and e-mail contact information.
- Maintain a database of volunteers currently working in a Children's ministry program. Keep documentation of vulnerable sector checks current and in order.