

## Comanche Trail Children's Ministry Job Description

<b>Candidate Qualifications</b>	
	Experience in Modern Education Leadership Experience Children's Ministry Experience Innovative and Growth Oriented Good Interpersonal Skills Degree preferred (Experience acceptable in lieu of degree)
<b>Job Description</b>	
<b>Areas of Responsibility</b>	<b>Description</b>
<b>Volunteers</b>	<p><b>Establish a team to help children learn, spiritually develop, and participate in the life of the congregation.</b></p> <ul style="list-style-type: none"> <li>• Empower and walk alongside volunteers to successfully participate and lead</li> <li>• Recruit, equip, train, provide support for and evaluate volunteers</li> <li>• Integrate teens as volunteers and leaders</li> <li>• Assist with all classroom needs as requested</li> <li>• Maintain background checks for volunteers</li> <li>• Coordinate team meetings as needed</li> <li>• Coordinate appreciation for teachers a minimum of once per quarter</li> <li>• Manage reminders for all teachers and volunteers</li> <li>• Provide substitutes to fill volunteer positions as they become available</li> <li>• Review, select, update and implement age-appropriate curriculum</li> </ul>
<b>Classroom Environment - Nursery through fifth grade</b>	<p><b>Nurture a safe environment in which children can learn and spiritually develop.</b></p> <ul style="list-style-type: none"> <li>• Be a presence in the hallway before class to help provide a healthy environment</li> <li>• Oversee, staff, and organize children's bible learning time during congregational worship</li> <li>• Be available to teachers during class time to provide support if needed</li> <li>• Preparation of lessons and supplies prior to class time.</li> <li>• Restock classroom cabinets as needed</li> <li>• Ensure the cleanliness and safety of classrooms</li> </ul>
<b>Minister to Families</b>	<p><b>Show care and concern for families and support spiritual development of children.</b></p> <ul style="list-style-type: none"> <li>• Continually pray for families</li> <li>• Effectively communicate with families</li> </ul>

	<ul style="list-style-type: none"> <li>• Correspond regularly with children and parents, including birthday cards, thank you cards, notes of encouragement, etc.</li> <li>• Meet and reach out to visiting families</li> <li>• Assimilate new families into the Children’s Ministry</li> <li>• Attend Comanche Trail services and events and be available as needed</li> <li>• Attend community events and become involved in community organizations and service opportunities within Amarillo</li> </ul>
<b>Special Events</b>	<p><b>Plan and execute relationship-building events and service opportunities for families.</b></p> <ul style="list-style-type: none"> <li>• Coordinate events such as: Easter Egg Hunt, VBS, Fall Festival, Breakfast with Santa, Baby Dedication, and eventually Leadership Training for Christ</li> <li>• Build teams of volunteers to plan and execute our special events</li> <li>• Collaborate with event coordinators and provide support as needed</li> </ul>
<b>Administrative</b>	<p><b>Oversee the operation of Comanche Trail children’s activities in conjunction with all other Comanche Trail ministries.</b></p> <ul style="list-style-type: none"> <li>• Work humbly and cooperatively with church staff and elders</li> <li>• Attend weekly staff meetings and monthly ministry team meetings</li> <li>• Produce weekly bulletin and mid-week news</li> <li>• Communicate all Children’s Ministry information through appropriate means: bulletin, announcements, mid-week news, emails, volunteer board, Facebook</li> <li>• Manage the publication of flyers, postcards, newsletters, and signs</li> <li>• Create and manage an efficient ministry budget</li> <li>• Maintain regular daily office hours at Comanche Trail</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Attend at least one Children’s Ministry or Child development conference per year</li> </ul>