



JOB DESCRIPTION

TITLE: Childrens Ministry

REPORTING: Campus Pastor

STATUS: Part Time Non Exempt (15 hours)

POSITION DESCRIPTION:

Acts as the primary liaison between childrens ministry volunteers, families and campus pastor. Plans and coordinates elementary school curriculum and environment in compliance with the family ministry playbook. Creates environments for kids, families and volunteers to feel valued and loved.

CHARACTER:

Has a clear call of God to lead the people of their community to Jesus Christ. Demonstrates the qualities of a follower of Jesus Christ, with a passion to love God and love others. Shows a strong commitment to living out Crossroad's values and beliefs in their everyday life. Possess characteristics that include: humility, teachability, organization, teamwork, discernment, wisdom and strategic agility. Must work extremely well with others.

RESPONSIBILITIES:

- 1. Build Volunteer Team** – Prayerfully listens and recruits volunteer leaders in the areas of check in, thrive 1:1s, small group leaders, large group leaders, tech table and worship. Oversee the recruitment, orientation and ongoing development of volunteers. Coach volunteers to love families inside and outside of Sunday. As a manager, has established strong volunteer leads for each service. Provide leadership and oversight necessary to create and maintain a healthy and Christ centered community.
- 2. Organize Special Events** – Under the direction of the campus pastor and service programming director participate on teams and help organize and execute special events as directed.
- 3. Participate on Teams** – We are one church. Passionately participate on both campus level and church-wide teams as needed to carry out the mission and vision of the church.

DUTIES:

- Schedule and onboard ministry volunteers
- Organize and distribute curriculum to leaders
- Oversee weekday administrative volunteers in producing activities
- Maintain supplies and inventory for the ministry
- Production and stage set creative direction and execution
- Collaborate with ministry peers for cohesive and aligned central communications
- Attend staff meetings, retreats and conferences as delegated
- Network and engage family ministry leaders for best practices and ministry innovation
- Love leaders and families outside of Sunday

QUALIFICATIONS:

1. Education: Undergraduate degree preferred.
2. Experience: Demonstrated ability to work well with people, lead teams and individuals, manage multiple priorities, work with computers, navigate technology tools and understand the adult discipleship process.
3. Requirements: Membership at Crossroads Community Church. Affirmation of the mission, vision, values, and beliefs of Crossroads.

WORK SCHEDULE:

This is a part time, non exempt position. Office hours must be consistent and mutually agreed upon with the campus pastor.

Please send resumes and cover letters to Wendy Kilroy, Director of Operations at wkilroy@crossroads140.com.