



Job Description
Children's Ministry Worker

Individual: _____
Accountable to: Children's Ministry Coordinator

FLSA Classification: Part-Time
Supervises: Children

Work schedule:

Flexible 10-15 hours per week. Need to be available for ministry work during Weekend Services, Events, and Midweek Services.

Fellowship Hi-Crest mission and values:

The mission of Fellowship Hi-Crest is to walk with others in community through the power of Jesus Christ. Our core values are Disciple-Making, Community, Relevant, Biblically Based, and Service.

Essential Functions:

Core

- Supervise and monitor the safety of children
- Prepare and organize mealtimes and snacks for children
- Change the diapers of infants and toddlers
- Engage in and building relationships with children and their parents.
- Implement activities and curriculum provided by Children's Ministry Coordinator that provides children with an age-appropriate means to grow in their faith through Scripture memorization, small group, service, and disciplines.
- Follow procedures concerning Child Abuse Reporting & Investigation, Security, Emergency Procedures, Discipline, and Appropriate/Inappropriate Touch detailed in the Fellowship Hi-Crest Children's Ministry Handbook.
- Communicate with the Children's Ministry Coordinator about essential information concerning schedules, children, and parents.

Expectations:

- Arrive 20 minutes prior to the schedule start time of the event being held.
- Safely check children in and out of care.
- Read curriculum materials before arriving in order to be prepared to lead children in safe and organized activities.
- Attempt to find a substitute if you are unable to work your scheduled time. Notify Children's Ministry Coordinator of any changes and if you are unable to find a substitute.

Other responsibilities

- Commit to Personal Growth.



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- Set an example for others to follow. It is essential for someone in church leadership to be a role model and consistently walk with the Spirit. This may be expressed by: transparency in a personal relationship with Christ, intense prayer life, continual dependence on grace, having servant-heart for others, strong team work ethic, flexibility, teachability, authentic love for non-believers and a desire to see them know Christ, balanced relational life with family and others, and a balance financial condition.

Qualifications, Skills, and Abilities:

- Effective communicator (verbal, written, and body language).
- Successful experience volunteering or working in childcare positions.
- Ability to prioritize and manage own work and the work of others to effectively and efficiently accomplishes the tasks with excellence.
- Must be at least 16 years old to assist. Must be 18 years old to lead.

Physical Demands:

- Communicate effectively with all levels of individuals, varying backgrounds and environments.
- Lift and move items up to 50 lbs.
- Sit or stand for long periods of time.
- Read documents and work for periods of time on the computer.

Work Environment:

FHC desires to encourage and support staff in an authentic and joyful ministry together. We desire each staff person to be fulfilled and thriving in his or her relationship with God, spouse (if married), and family (if children). FHC is experiencing exponential growth, which means exponential change. We are here to facilitate a ministry with people and resources so each thrives to a cohesive and effective ministry. We endeavor to provide a salary package that takes the emphasis away from meeting material needs and frees time to serve the Lord, family and others with passion, focus, excellence and creativity. We encourage growth that will challenge, encourage and refresh staff personally, as well as the respective ministries of oversight.

This job description does not state or imply that these are the only activities to be performed by the staff member holding this position. Staff is required to follow other job-related instructions and to perform other job-related responsibilities as requested by their supervisor. Job descriptions are not intended to and do not create employment contracts. FHC maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.



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Wages are determined by the scope of the position and the experience of the incumbent. Information on wages and available benefits attributed to this position (such as vacation, paid sick leave, holiday pay, insurance programs, retirement, etc.) will be discussed separately.

Employee Signature

Date

Employee Print Name