First Reformed Church Children Administrator

Job Description

FUNCTION

The primary purpose shall be to administer curriculum and coordinate volunteers to carry out all programs related to Children's Ministry and the Nursery of First Reformed Church.

EDUCATION AND EXPERIENCE REQUIREMENTS

This position requires experience in administration and children ministries. As the administrator you will need to demonstrate the ability to manage and equip volunteers, oversee a strong curriculum, and strengthen programs and communication in accordance with the First Reformed Church Mission, and policies, as well as give insight and opinions on future ministry needs to leadership.

QUALIFICATIONS

- 1. Commitment to Christ and His Kingdom work.
- 2. An ability to manage and equip people for growth in children.
- 3. Experience in team-ministry to bring more collegiality within Children's Ministry.
- 4. An ability to give and receive supervision.

RESPONSIBILITIES

- 1. Oversee the area of Children's Education ministry, Mom's in touch, and the Nursery.
- 2. Lead, enable, equip, encourage, pastoral ministry teams and volunteers.
- 3. Supervise, recruit, equip, train and evaluate volunteers and staff as needed or assigned.
- 4. Suggest to Pastor d improvements, new ministries, and programs and help with implementation where needed.
- 5. Children's Education support, educate, encourage volunteers, enforce current policies.
- Carry out background checks.
- 7. Teacher orientation and training classes.
- 8. Keep records and update ministries and members on Servant Keeper software.
- Track student attendance and work with existing assimilation strategies.

SPECIFIC RESPONSIBILITIES

- 1. Report biweekly to
- 2. Return calls and e-mails soon as possible but within 3 business days.
- 3. Regular meetings with assigned ministry teams.
- 4. Regular attendance at staff meetings, Weekly
- Regular attendance at Consistory meetings, Monthly
- 6. As requested, occasionally lead worship.
- 7. Shall be a regular member of Consistory with no voting rights.