

# Middletown Christian Church Children's Minister

Job Description



**Reports To:** Senior Minister  
**PT/FT Status:** FT w/Benefits (health insurance, short-term disability, vacation)  
**Job Type:** Ministerial **Pay Type:** Salaried  
**Expected Hours:** 40/week

**Mission Statement:** *Living out the love of Christ by embracing people where they are*

**Our Values:** *Radical Love, Freedom of Belief, Sacrificial Service, Real Conversations*

## Job Purpose & Description:

The Children's Minister is responsible for the oversight of all aspects of children's programming. The most important thing he or she does each day is to pray for and develop relationships with the children, families, and volunteers of children's ministry. Recruitment and development of all volunteers is essential to have enough adults and youth to carry out the ministries. The largest attendance of young families is Sunday morning, so the Minister must edit and distribute all small group curriculum for both hours of ministry on Sunday morning to the volunteers that lead Small Groups. Finally, the Minister must create, cultivate, and oversee all spiritual development experiences, including: VBS, Pre-K and Elementary Mission Camps, Making Disciples, Baby Dedications, and Christmas Eve Services.

In addition, the Children's Minister supervises a half day pre-school program affiliated with Middletown Christian Church. This requires excellent communication and HR skills. The Children's Minister must balance the needs of both the church and the pre-school, recognizing that each makes important contributions to Middletown Christian Church families.

## Qualifications:

- Experience:
  - Children's ministry, 3 year (Preferred)
  - Working with and supervising preschool/daycare program
- Education:
  - Bachelor's or Other Degree (preferred)
  - Ordained (preferred), ordination or commissioning candidates, or willing to seek license or commission through Disciples of Christ candidates welcome to apply

## Minimum requirements:

1. On track for ordination or willing to be commissioned/licensed through Disciples of Christ.
2. 3 years of experience or more in children focused ministry or related field either through employment or volunteer activity.
3. Preferred experience working with and supervising preschool/daycare program.
4. Demonstrate commitment to daily spiritual practices with ability to articulate a personal faith story.
5. Strong moral standards with high awareness of the importance of leading by example.

**Abilities required**

1. Embrace our core value of Sacrificial Service lived out in a team-based approach to ministry, servant leadership, and volunteer engagement.
2. Must be able to foster open communication with staff, teachers, volunteers, and families of children.
3. Able to teach faith principles to children.
4. Must be self-motivated, able to prioritize competing agendas, and work under pressure.
5. Skilled in planning and developing programs to match emerging needs of the community.

**Disclaimer**

I acknowledge the receipt of my job description and understand the responsibilities, duties and requirements to perform the position. In addition, my supervisor has provided me with answers to any questions I had concerning the position.

I as an employee know that I am expected (and required) to perform the duties outlined in this job description. Any refusal or willful violation to perform such duties may result in disciplinary action.

I expressly acknowledge that: (1) I have not been employed for any definite period of time and (2) my employment is terminable at any time at the will of either the company or myself.

The statements included on this job description are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

_____	_____	
Employee name (printed)	Employee signature	Date
_____	_____	
Supervisor name (printed)	Supervisor signature	Date

**Interested persons may submit a cover letter and their resume to**

Euva May, Chair Children's Minister Search Team  
[euvadmay@gmail.com](mailto:euvadmay@gmail.com) or [mgeorg@middletownchristian.org](mailto:mgeorg@middletownchristian.org)

**By Mail:**

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