

Job Description

(Updated 6-10-19)

Vision

In conjunction with the Pastor of Children's Ministries, plan, implement, and administrate innovative leadership in the oversight of the Early Childhood and Elementary departments.

Responsibilities

Agree with, teach, and lead in strict adherence to the Voyager’s Bible Church Statement of Faith.

Agree to notify the Elders if unable to affirm or abide-by any portion of the Statement of Faith for any reason.

A. Oversee the Early Childhood Department

1. Recruit Coordinators, Leaders and Storytellers
2. Establish communication with the Coordinators, Leaders, and Storytellers
3. In conjunction with the Children's Pastor, create and support volunteer teacher training and appreciation yearly
4. Plan and prepare activities for Sunday morning classrooms and Beach House time

B. Scheduling

1. Maintain the schedule for volunteer Coordinators, Storytellers, Worship Leaders, and Classroom Teachers
2. Schedule worship teams for the Early Childhood Department
3. Maintain an active substitute list for all classrooms

C. Miscellaneous Duties

1. Meet on a weekly basis with the Pastor of Children's Ministries to go over vision, planning, goal setting, and evaluation for the ministry
2. Connect with and support parents weekly
3. Oversee early childhood and elementary Tru Curriculum and HomeFront magazine
4. Assist with summer ministry programs as needed
5. Teach as needed in the Early Childhood Large Group on Sunday Mornings
6. Oversee cleaning and safety of early childhood classrooms
7. Assist with general children’s ministry needs as needed

Qualifications

1. Have a growing personal relationship with Jesus Christ.
2. Have a deep love for children and a desire to transmit Christ's love to both children and adults.
3. Agreement with Voyagers doctrinal statement.
4. Exemplary Christian life.
5. Ability to recruit, motivate, equip, and encourage volunteers.
6. Solid grasp of the Bible, contemporary approaches to children's ministry.

Accountability

Reports to Children's Pastor, Zack Thompson.

Expectations & Requirements

Maintains a consistent devotional time with God.

Model integrated participation in Rooted, Home Groups, and Weekend Services.

Agrees with and live out the vision and values of Voyagers Bible Church and adheres to the guidelines in the VBC employee handbook.

Participate in staff meetings and other leadership gatherings as required by supervisor.

Understand it is a privilege to serve the Lord in vocational ministry and that those who serve God on staff at Voyagers Bible Church are expected to embrace a high biblical standard of conduct and lifestyle both public and personal.