



## CHILDREN'S MINISTRY'S GOAL

*Joining parents on The Great Adventure of raising up children who are Livin' It!*

### DESCRIPTION OF THE STAFF POSITION

Oversee all facets of the children's ministry (Infant to Grade 5) for a specific campus. This includes contributing to and embracing the vision and direction set by the Central Ministry Team, then motivating all staff and volunteers towards the fulfillment of that vision. This person must provide excellent leadership, passionate and clear communication, excellent people skills, and the ability to manage staff (where applicable) and volunteers with grace. They must embody The Chapel's culture by being Authentic, Joyful, Inspiring, and Loving.

### ROLE RESPONSIBILITIES

#### 1). Model an Authentic Relationship with Christ

- Model a life and conduct worthy of emulation
- Demonstrate a contagious, growing love for God and others
- Grow spiritually through consistent, meaningful use of spiritual practices (devotional life, prayer, etc.)
- Attract others by being authentic, joyful, inspiring and loving

#### 2). Provide Passionate Leadership for Campus' Children's Ministry

- Actively contribute to your campus' yearly strategic planning process.
- Train and motivate staff (if applicable) towards our mission and values.
- Train and motivate teachers and volunteers towards ministry excellence.
- Provide visible and active servant leadership in all classrooms.
- Provide constructive classroom evaluations on the children's ministry experience.
- Provide tangible coaching when called upon for help.
- Provide responsible management of your ministry budget.

#### 3). Provide Volunteer Development for Campus' Children's Ministry

- Work with Central Support and Campus Pastor to provide creative solutions for ongoing recruiting needs for your campus.
- Ensure that all volunteer data updates are submitted regularly.
- Ensure that all volunteers are trained and empowered for successful ministry. This includes communicating the vision, procedures, and safety requirements.
- Ensure that all volunteers are part of a strong team led not only for ministry excellence, but also for genuine community.
- Consistently look for volunteers that demonstrate they are ready for more leadership responsibility, and then give them opportunities to develop.

#### 4). Provide Oversight of all Children's Ministry Services

- Ensure excellence in all aspects of all services. This means that our guests (parents, children, visitors, and volunteers) all have a positive experience that causes them to look forward to their return and tell others about.
- Ensure that all classrooms are staffed for successful ministry. This means that each classroom has teams scheduled to serve at each service and that our ratios (children to volunteer) are above minimum levels.
- Ensure that all parent/child/volunteer matters, safety & security issues, and equipment & facility problems are dealt with proactively and completely.
- Ensure that all feedback on the experience is communicated to all involved parties. Actively contribute ideas for continuous improvement to Central Support.
- Ensure that all attendance data is recorded and reported on time.

#### 5). Invest in Parent Partnerships at Campus

- Champion the spiritual development roadmap for children (Infant – Grade 5)
- Shepherd and meet the spiritual needs of children as needed.
- Offer spiritual guidance to parents and families as needed.
- Perform baptisms, baby dedications, and counseling of those as needed.
- Provide solid theological foundation to questions from both children and adults.

### CORE COMPETENCIES AND KEY BEHAVIORS

**1). Catalytic Leader:** A catalytic leader models servant leadership, empowers and positions others for growth and wins and actively builds a culture of Leadership Development.

- Identifies, initiates and effects meaningful change
- Casts compelling vision, both personally and collectively
- Sets the team up for success by leveraging the talents of team members with a keen understanding of their strengths and limitations
- Leads other staff and volunteers to excellent performance
- Identifies, develops and empowers leaders and fosters a culture of Leadership Development
- Generates and accelerates organizational momentum
- Models servant leadership

**2). Owner/Operator:** An owner/operator takes full responsibility for the successful growth and execution of the experience in his/her area of ministry.

- Ensures a consistent standard of excellence in the experience of his/her area of ministry
- Demonstrates entrepreneurial independence, a spirit of collaboration, humility and a willingness to apply input from others
- Sets the tone for his/her ministry team by having a “game on” winning attitude
- Coaches his/her ministry team to know what a win looks like
- Encourages volunteer teams and empowers ministry leaders to own the experience
- Evaluates the ministry experience with a discerning eye for the big picture and for the details
- Troubleshoots and repairs anything that would distract from our standard of excellence

**3). Evaluator:** An evaluator objectively identifies the strengths and growth areas of an organization/ministry and provides constructive feedback.

- Demonstrates a thorough understanding and commitment to Chapel DNA and values
- Obtains necessary information regarding the goals and structure of the ministry, material or program to be evaluated
- Reviews ministries, materials or programs without bias against pre-specified criteria
- Shares evaluation and offers a clear explanation of his/her findings
- Provides unbiased feedback to foster growth and makes appropriate, helpful and specific recommendations
- Exhibits a desire for organizational improvement and growth

**4). Recruiter:** A recruiter connects an individual with meaningful ministry opportunities that enable him/her to use his/her gifts, talents and passions.

- Demonstrates an understanding of and alignment with Chapel DNA and values
- Is aware of the specific serving opportunities that exist within a ministry and can articulate the core competencies and key behaviors of those opportunities
- Engages others in a winsome, inviting and engaging manner
- Listens effectively to determine another's gifts, skills and passions
- Discerns potential ministry opportunities that fit the individuals gifts, skills and passions
- Presents a compelling vision for a ministry opportunity, clearly articulating the ways in which that opportunity advances God's kingdom
- Makes a compelling ask to the potential volunteer to join his/her ministry team
- Follows up on the ask and provides information, support and prayer throughout the decision making process
- Connects the individual with ministry team or researches/recommends other potential ministry opportunities for the individual

**5). Shepherd:** A shepherd identifies where people are at, provides guidance for the whole person and helps individuals take their next steps relationally, emotionally and spiritually.

- Builds meaningful relationships with others
- Perceives where others are at and recommends next steps for growth
- Provides devotional leadership, counsel and meaningful spiritual encouragement
- Challenges and confronts individuals in a loving and non-judgmental manner
- Highlights and celebrates individuals' growth
- Leads others toward increased levels of engagement

**6). Standard-Bearer:** A standard-bearer champions the Chapel's DNA, message, values and ministry approach, drives for excellence, lives a life of actively rediscovering God and inspires others to do the same.

- Pursues a vibrant, authentic and inspiring relationship with Christ
- Champions the Chapel's DNA, message, values and ministry approach
- Guards our DNA by identifying and correcting drift
- Tells stories that exemplify our DNA
- Embodies a tireless passion for advancing God's kingdom
- Owns a personal vision of and passion for spiritual awakening
- Models and inspires others toward a lifestyle of actively rediscovering God
- Drives for mission accomplishment and continuous improvement
- Leads ministry teams toward alignment to centralized strategies, processes and procedures
- Maintains ministry environments and materials to our standard of excellence
- Demonstrates full support of Chapel leadership

**7). Task Manager:** A task manager completes assignments with excellence, effectiveness, and efficiency.

- Displays good stewardship of the time, energy and resources needed to accomplish ministry goals
- Maintains ministry environments and materials to our standard of excellence
- Manages ministry budget and purchasing
- Prioritizes multiple roles and responsibilities
- Manages ministry projects and events to successful completion
- Maximizes strengths and actively addresses weaknesses
- Fulfills general administrative duties (contacts, scheduling, data management and routine communication)

**8). Team Builder:** A team builder uses group skills and team building strategies to strengthen relationships among team members; improve motivation, communication, support and trust among team members; and inspire the team to maximize its potential and achieve its goals.

- Provides opportunities and activities for team members to get to know each other and forge meaningful relationships
- Helps team members define and play to each other's unique strengths, talents and capabilities
- Guides group discussions/activities in a way that is fun, inspiring, loving and leading to life application
- Exhibits behavior and techniques that enhance the quality of group processes
- Creates an environment where individuals can share openly without fear of repercussion
- Develops high level of trust among team members and addresses anything that would diminish that trust
- Leads the group in the decision making process and supports and acts in accordance with the final group decision
- Provides clear direction regarding the goal/outcome and motivates others to see that goal/outcome through to completion
- Evokes productive, inclusive and meaningful participation and creativity from others
- Facilitates conflict and resolves it biblically
- Demonstrates active listening and inspires team members to do the same
- Recognizes and rewards team building actions and behaviors
- Identifies and facilitates events/programs to aid in the team building process
- Positions the team to succeed and achieve its potential

**DAY/TIME:** Office hours, flexible between 7 am and 5 pm

**AVERAGE HOURS PER WEEK:** Part-time, 20 hours per week

**CAMPUS:** Hinsdale

**SUPERVISOR:** Campus Pastor