

<b>North Terrace Church of Christ Minister or Director of Children</b>
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## **I. General Description**

The Minister or Director of Children is the General Administrator of the North Terrace children's program. Children are defined as those children from birth through 5<sup>th</sup> grades. As a staff member, he or she will be under the administrative responsibility of the church administrator, and the spiritual leadership of the Elders. As an education staff member, they will work in conjunction with the Associate Minister to develop curriculum and other educational material.

## **II. Responsibilities**

### ***Planning***

- Overseeing both short and long range planning for the children's program.
- Planning, overseeing and implementing annual Children's Functions and other activities including but not limited to: VBS, class promotions, lock-ins, Christmas programs, summer activity calendar, church camps.
- Planning, developing and overseeing the Junior Church program and the ARK/Preschool program during Sunday Morning Service, Sunday School, Sunday Evening Service, and at the midweek service.
- Encouraging and arranging participation in approved external programs such as church camps, like Round Lake.
- Partnering with the nursery committee to manage the services for infants.
- Partnering with the North Terrace Christian Preschool as a de facto member of the board.

### ***Facilitating***

- Providing leadership in meeting the goals and objectives of the children's program.
- Recruiting, screening, training and general supervising of all teachers, workers, sponsors of children's class activities.
- Locating and evaluating proper curriculum.
- Ensuring that classrooms are equipped and that the teachers have the needed resources.
- Budgetary responsibility for the children's program; oversight of spending policy as defined by the Stewardship Committee.
- Promoting and publicizing all children's activities and events in conjunction with Communications Coordinator.
- Ensuring that all safety measures and legal liabilities are met during all activities. Work in conjunction with the security team.

### ***Shepherding***

- Establishing a personal relationship of trust and respect from each student by reaching out to them and following their interests.
- Attendance tracking and follow up/off site visitation (school, sporting events, etc).
- Coordinating the children's involvement in the ministries of the church, and in other areas of service (choirs, work teams).
- Other duties as assigned by the Administrator or the Elders. Such as regular scheduled office hours, hospital visitation.

## **III. Conduct**

As minister or director, they are to fulfill the roles of shepherd, teacher, and representative of this local congregation. They will minister (evangelize, disciple, counsel) to all children and train them in the spiritual disciplines through programming, visitation, and example.