

Children's Ministry Specialist

- This position is for a gifted leader who is passionate about creating and overseeing the children's ministry that inspires the church and family to combine their influences to teach children about a God who loves them and wants to have a personal relationship with each one of them.
- This leader will support and assist The Children's Director in all Children's Ministry needs.

Required Skills & Qualifications

- Gifted in the development and implementation of measurable strategic plan fulfilling the vision of the church
- Excellent interpersonal and social skills
- Good organizational skills
- Attention to detail and follow through
- Computer competency

All Staff at CenterPoint are expected to:

- Work as part of a team and build up all ministries at CP.
- Be quick paced.
- Have a servant attitude
- Be skilled at administration and organization.
- Have a welcoming and inviting presence.

Specific Responsibilities:

Sundays:

- arrives early to solidify rooms and all needed supplies are in place
- provide a check in point for all volunteers and reminds them of any information for all Sunday services.
- Available to assist during sign in and in any classroom as needed
- circulates to ensure everyone is settled prior to service beginning
- Be familiar with all CPKids policies and procedures

Weekly:

- Publishes lessons on campus' Planning enter.
- Cleans and preps each room for the coming Sunday.
- Creates and/or downloads Elementary and PreK videos.
- Follows up on any unconfirmed volunteers for the upcoming Sunday.
- Fills substitutes where needed.
- Begins supply check for the upcoming week.
- Notifies team with any special highlights

Regularly:

- Assists Director with areas of needs, Child Dedication, VBS and events outside of a Sunday.
- Maintains new volunteer applications, solidifies background checks & confirms references, adds them to Planning Center, arranges for 1st Sunday "shadow", provides them with staff packets, t-shirts etc
- Equip and empower volunteers as they serve children and families within the ministry.