



The Children's Minister at Westwood Church oversees the spiritual growth and discipleship for all children from infant through the 5th grade. The position also partners closely with parents and a volunteer team to help shepherd our children. This position will also oversee other children's ministry staff and volunteer team.

DUTIES AND RESPONSIBILITIES

- Give leadership, direction, support, and oversight of children's ministry from infant to 5th grade.
- Champion the mission and vision of Westwood Church.
- Build and coordinate Sunday morning experience and Wednesday evening classes for children.
- Create an unforgettable children's ministry environment that is safe, fun, compels guests to come back, inspires kids to launch their spiritual journey and guides families towards a life rooted in Jesus.
- Always take initiative in your role, look for opportunities to improve, invest in others, and inspire change; shaping a healthy culture within the team that accomplishes the vision and mission of Westwood Church.
- Recruit and inspire a diverse team of staff and volunteers who can provide leadership and support to ALL areas of the Children's Ministry. This is accomplished through a team that clearly understands their role and purpose within the Children's Ministry and overall objective.
- Provide weekly/monthly encouragement, coaching, and support of teams, volunteers, and staff who enthusiastically work to help invest in children and families.
- Ensure a welcoming environment by engaging all ages via curriculum preparation, teaching, activities, preparation, atmosphere, worship, technical support, and other needs for large group gatherings.
- Provide parenting resources, studies, groups, and training throughout the year to encourage and strengthen parents to spiritually invest in each other and in their children. The hope is for them to become fearless spiritual influencers in their homes and empower them to transform their kid's spiritual trajectory.
- Initiate and oversee strategic events/activities occurring outside of Sunday a.m. to reach our community, engage families, and serve our community with the hope of Christ.
- Ensure volunteer schedules across all areas provide a healthy rhythm of service so those investing don't feel over-scheduled and over-used. Teams should feel equipped, supported, and encouraged.
- Create and promote compelling communication with staff, parents, and other members of the church family through timely information via newsletters, emails, and other avenues.
- Continually evaluate the whole ministry throughout the year, looking for opportunities to improve, remind, coach, and encourage members of the team and the ministries to children, parents, and families.
- Develop networks and partnerships with other ministries that can enhance and encourage our ability to support parents and families and advance ministry at Westwood Church.
- Actively participate in church life that maintains healthy work relationships; allows you to attend weekly worship services.

- As with any staff position, there will be necessary and occasional responsibilities that will be assigned.

Disclaimer: This job description is a summary of the essential functions of this position; it is not intended to be all-inclusive. The Overseers have the right to revise the job description if the needs of the church determine so.

I do hereby understand my responsibilities as set forth in the above-mentioned job description of Westwood Church and do hereby agree to perform these duties to the best of my ability.

I further understand that my responsibilities in this position are subject to change at any given time during my employment with Westwood Church, and I am willing to accept new responsibilities given to me at that time.

I also understand that I will be evaluated on my performance of the above-listed responsibilities in this job description.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____