

Children & Families Minister Position Description

The Children & Families Minister is responsible for planning, facilitating, and supporting programs and events for preschool and primary school age children associated with Monash City Church of Christ (MCCOC). Programs and events should be executed to a professional standard and champion the heart and vision of our church. The role involves planning and facilitating programs and events for children (e.g. Sunday morning kids program, Mainly Music, Mothers of Pre-Schoolers [MOPS]), pastoral care to children and families, as well as identifying and implementing new and emerging ministry opportunities for children. This person must lead by example to invite parents and children into the church community and connect them with others. Being committed to the body of Christ and possessing a servant attitude are critical to the success of this position. This is a part-time role that can be negotiated dependent on the candidates experience and preference.

If you are interested in applying for this position, please include a CV and cover letter with your application and send to the email address elders@mccoc.org.au

PERSONAL QUALIFICATIONS

Role Model in Personal Life

- Model the qualifications of an elder (1 Tim 3:1-7, Titus 1:6-9, 1 Peter 5:1-4)
- Model biblical community in their relationships (Matt 5:23-24, Matt 18:15-17, Eph 4:25-32)
- Model biblical family life before the body (Eph 5:22-6:4)
- Model biblical integrity in all things (1 Tim 6:11-12)

Education & Experience:

- Experience in the planning and leading events and activities for children
- Must be (or become) a member of Monash City Church of Christ who supports the vision, mission statement, and core values of the organisation
- Willingness to undertake further training/professional development
- Degree in theology or currently undertaking theological study is desirable

Requirements:

- A strong composition of many or all the following spiritual gifts: administration, hospitality, service, leadership, and wisdom
- Ability to initiate, plan and manage programs and events for children and families
- Ability to work independently, being highly self-motivated and taking responsibility/ownership of tasks indicating a strong work ethic
- Appropriately handle sensitive and confidential information and situations
- Must be able to handle conflict in a Biblical manner
- Ability to work well in a team, managing relationships in a way that is Christ-honouring
- Ability to reflect on past experiences, elicit and act on feedback to implement improvements for future programs and events
- Ability to adhere to organisational Child Safe Policy
- Have a valid Working With Children Check (WWCC) and Police Check

RESPONSIBILITIES

Essential duties (other relevant duties may be assigned):

Program Management

- Plan, facilitate, and support programs and events for preschool and primary school age children and families (e.g., Sunday morning kids program, Mainly Music, MOPS)
- In collaboration with the Senior Minister and/or Board, staff and volunteers, explore possibilities for further development of children and family ministries
- Access and prepare program curriculum and resources
- Foster a sense of community among families, encouraging involvement in church activities and events
- Collaborate with other church leaders to coordinate events and initiatives that involve children and families
- Provide pastoral care to children and families
- Equip leaders and helpers
- Where appropriate, assist families involved in outreach programs to make relevant connections in the church family, e.g.:
 - To assist with meeting ministry needs
 - To enable participation in other activities
 - To broaden relationships

Leadership and Team Building

- Develop and support volunteer teams, including scheduling, training, and other administrative needs for programs and events
- Identify potential leaders and develop them through training and equipping them to oversee programs under your supervision
- Develop an energetic, servant-minded, caring team
- Delegate and oversee regular responsibilities such as catering, set-up and pack-up to appropriate team members
- Have a desire to understand the church's family and children's culture

Staff Tasks

- Participate in all MCCOC staff meetings
- Participate in Board meetings specific to the role for planning, evaluation, and problem solving, as requested
- Reports to the Senior Minister and/or Board
- Meet fortnightly with the Senior Minister and/or assigned Board representative to provide updates, gather feedback, and move forward
- Attend MCCOC Leaders Forums
- Undertake Child Safety Workshops
- Undertake quarterly reviews

Performance measurement

Specific measures of satisfactory performance, both objective and subjective will be developed in consultation with the Senior Minister and Board in harmony with the church's mission, cultural principles, and annual leadership priorities. This document will be the primary basis of future performance reviews.