



long beach alliance

CHILDREN'S MINISTRY DIRECTOR JOB DESCRIPTION

Church Profile: First and foremost, Long Beach Alliance Church (LBAC) is a church gripped by the Gospel of Jesus Christ. The Gospel has secured us in our salvation, is sanctifying us as disciples, and is our hope for future glorification with God in eternity. We are ***theologically Gospel-centered***, a church delighted by the all-sufficient centrality of the Gospel! The Gospel has chosen us for adoption, selected us for God's own family. We take family seriously at Long Beach Alliance, treating one another as brothers and sisters, fathers and mothers, grandparents and grandchildren. We love our church family at Long Beach Alliance! We believe that when you put the Gospel into action inside the walls of a church, an authentic community of family is produced. At LBAC, the Gospel compels us to be ***functionally family-oriented***. There is nothing God desires more from our church family than for us to reflect His glory. There is nothing that reflects the glory of God more than our intentional participation in the mission of God to seek and save those who are still lost. The Gospel happily ruins our individual purposes, replacing them in our church family with a ***passionate missional-focus***. Like any church, there is a lot more to know about us. But these principles are the most significant. ***We are a Gospel centered church family fully engaging the greatest mission in history.***

We're not *just* looking for someone to fill a role. We are looking for someone who wants to be ruined by the Gospel with us, someone who seeks their significance through authentic service in a church family, a person prepared to lead the charge in unleashing the message of the Gospel among children, their siblings, and even family. This is not a job for the faint of heart. We are called to change the world. This is not simply a full-time salaried position – it's a calling, and none of us will ever be the same. Does this sound like you? We are excited to meet you and consider what God has for our future.

It's probably also worth mentioning... LBAC is part of a phenomenal denomination committed to the Great Commission, the Christian & Missionary Alliance (C&MA). Our church has served the Long Beach community since before any of us were born, and has done particularly well with kids and youth. Our church family of around 300 people has been

led by our lead pastor Chris Lankford since 2004, and it is our greatest desire to see the Gospel expanded among children and families in our local East Long Beach Community.

Character Profile: The *Children's Ministries Director* will be a servant to the transforming power of the Gospel of Jesus Christ. They will be an exemplary Christ-follower, possessing godly character and maturity displayed in distinctive moral principles and integrity. The *Children's Ministries Director* will live a Gospel-centered life prioritizing their relationship with God and their own family. This individual will be an inspiring servant-leader, expressing their Spirit-gifting through relationships among those whom they serve. We seek someone who will possess a strong work ethic with a teachable spirit. This person needs strong relational gifts, revealed through clear, intentional, and respectful communication. Finally, they will exhibit strong interpersonal skills with compassion, approachability, and enthusiasm.

Position Summary Description: The *Children's Ministries Director* provides oversight and administrative excellence for the discipleship ministries related to children and their families through a variety of ministry efforts at Long Beach Alliance Church.

Organizational Structure: The *Children's Ministries Director* serves as part of our church staff team under the direct supervision of our Lead Pastor and Elders.

Requirements:

- 1) Demonstrates Gospel-centered *character* as outlined in the 'Character Profile.'
- 2) Demonstrates a clear *calling* to Gospel-centered children's ministry.
- 3) Provide administrative care, program oversight, and volunteer support for our existing 'Top Tier' Children's Ministries:

"Top Tier" Children's Ministry Responsibilities

Sunday Morning Gospel Project

- Maintain administrative records for attendance and child/family information through KidCheck system.
- Recruit and train volunteers for teams to serve appropriate age-groupings and Gospel Project tasks (teaching, games, crafts, music, administrative tasks), etc.
- Provide volunteer teachers with printed curricula and needed materials.
- Arrange for correct room set up through facilities support staff.
- Teacher Meetings for feedback and strategic planning.
- Provide administrative support for maintaining up-to-date background checks on those working with children who are 17-years old or younger.

Sunday Morning Fun-n-Funky Hour

- Coordinate Nursery and Toddler care volunteers for children through Kindergarten.
- Coordinate Fun-n-Funky game time volunteers, including adult leadership.

- Maintain attendance records with sensitivity to those with allergies.
- Provide semi-healthy snacks for children, being cautious about allergy issues.

Community Outreach

- Develop two outreach events to reach unchurched children, which includes our Summer VBS Week as our Summer event. This represents the addition of at least 1 outreach event during the scope of the regular school year calendar (September – June).

Nursery Ministries

- Maintain administrative records for attendance and child/family information through KidCheck system.
- Recruit and provide administrative support for a Nursery Coordinator, assisting in the recruitment and approval of Nursery personnel.
- Assist the Nursery Coordinator in recruitment of volunteers for Nursery and Toddler supervision for LBAC Special Events on an as-needed basis (Good Friday/Easter Events, Annual Meeting, Missions Conference Events, Special Women’s Events, Christmas Eve Service, Christmas Children’s Musical, Thanksgiving Eve Service), etc.
- Provide child safety (consistent with C&MA’s Safe Place Manual Guidelines) and infant/child CPR opportunities for volunteer worker engagement.
- Provide support for the Nursery Coordinator by maintaining up-to-date background checks for anyone working with Nursery and/or Toddler aged children.

AWANA

- Provide a liaison relationship for LBAC Children’s Ministries and LBAC AWANA program.
- Assist AWANA administrative assistants with maintaining up-to-date background checks for anyone working with children who are 17-years old or younger.
- Provide child safety (consistent with C&MA’s Safe Place Manual Guidelines) and child CPR opportunities for volunteer worker engagement.

Children’s Christmas Musical

- If interest can be generated or developed, coordinate leadership support for an LBAC Children’s Christmas Musical.
- Assist the Christmas Musical Director with administrative support for up-to-date background checks for volunteers working with children.

VBS

- The Children’s Director will be the VBS Coordinator, overseeing and providing administrative care and leadership for LBAC’s Summer VBS.
- Evaluate and select a VBS Theme with related age-appropriate curricula from available options in tandem with the staff team and select VBS Lead teachers.
- Recruit and provide directional and administrative oversight for a group of Lead Teachers (classrooms) and Team Captains (Parking Lot, Stage, Transportation, Sound/Lighting, Video, Registration, etc.) who will serve as the primary point people for

leading their respective groups of volunteers for each aspect of VBS ministry and for each VBS grade/stage class.

- Provide advertising and promotional materials for parents and kids highlighting LBAC's Summer VBS with age-related costs and registration procedures.
- Provide oversight and administrative guidance for the recruitment, training, and supervision of VBS volunteers, including oversight of standard LBAC background checks, and any needed training options for standard child safety and child CPR.

Hume Lake "Wagon Train" Summer Camp

- The Children's Director works in tandem with the Youth Pastor to determine a best "guesstimate" of the number of needed reserved spots for the following Summer, and secures those spots through Hume Lake according to Hume Lake Registration policies.
- Provide advertising and promotional materials for parents and kids highlighting the opportunity to attend Summer Camp and describing costs and registration procedures.
- Coordinate and lead the Children's Ministry portion of an annual Parent Meeting to introduce fundraising and financial costs for Hume Lake Summer Camp, and provide explanation and guidance for proper online Hume Lake Medical Release procedures.
- Coordinate and lead a variety of fundraising events in tandem with the Youth Pastor to potentially defray 50%-75% of the total cost for Hume Lake Summer Camp for actively involved fundraising participants.
- Recruit and assist in the training of volunteer adult leaders for serving as cabin counselors for Hume Lake Wagon Train Summer Camp.
- Work with the Youth Pastor in providing certified medical personnel for camper Health Screenings and Luggage drop-off procedures for the night before departure.
- Work with the Youth Pastor in providing safe & secure transportation for campers to/from Hume Lake Summer Camp.

- 4) Provide administrative care, program oversight, and volunteer support for 'Second Tier' (to be developed in the next two years) Children's Ministries:

"Second Tier" Children's Ministry Responsibilities (2-3 Years)

Sunday Morning Gospel Project

- Identify and recruit Team Leaders who will assist coordination and recruiting to serve each Gospel Project age-grouped classroom or Gospel Project task team.
- Train leaders in how to best utilize and teach from the vast resources provided by LifeWay with the Gospel Project curricula.
- Develop two community outreach events a year for parents of children utilizing aspects of the Gospel Project resources for the caring support of the cultural and developmental needs of kids and parents.
- Develop Teacher Meetings in tandem with Gospel Project Team Leaders for the ongoing recruitment and development of younger and new Gospel Project leadership.

Sunday Morning Fun-n-Funky Hour

- Recruit and develop a Fun-n-Funky Hour Coordinator who will use Fun-n-Funky Hour as a place for the development and training of younger leadership to serve children.
- Develop increased relationship between Gospel Project, Fun-n-Funky, and mid-week AWANA programming through integration of games, seasonal themes, verse recitation opportunities on Sunday mornings, and other innovations which provide bridges between weekend and weeknight Children's programming.

Community Outreach

- Utilize quarterly (four/year) outreach events to reach unchurched children, which will include our Summer VBS Week as our Summer quarter event. This represents the addition of at least 2 outreach events for the scope of the regular school year calendar (September – June).
- Develop specific ministry outreach focused on young mothers which will address the unique and difficult stage of life issues which are faced by young families, young children, and provides an environment of care and support for social and emotional needs.

Nursery Ministries

- Develop relationships with other trusted local Evangelical churches who can develop a shared pool of screened and approved Nursery Workers for special events which happen at numerous local churches. Since often, many churches host events at times when other churches do not, this pool of workers could potentially allow church members to attend their own church events without compromising excellence for Nursery/Toddler care.

AWANA

- Attend the weekly AWANA program as a “shadowing” assistant to the AWANA Commander for the purpose of bringing tighter integration between AWANA and the variety of other Children's Ministries through LBAC.

VBS

- Explore expansion opportunities which can lead to greater community outreach in an effort to increase the number of unchurched children attending our Summer VBS by 10% over a period of 3 years.
- Present a VBS budgetary plan to the Governing Board by at least the Children's Director's third VBS cycle which provides greater child sponsorship opportunities and cost reductions for the presentation of the Gospel for children and families through VBS (primarily focused on reducing end-user costs for morning program related expenses).

- 5) After one-year of service as the Children's Ministries Director, provide the Governing & Elder Boards with a comprehensive evaluation and assessment of LBAC's Children's Ministries for the purpose of establishing a “where we are & where we need to go” assessment for our church leadership. This assessment should include the development

of “Tier 3 Children’s Ministry Responsibilities” focused on 5-year (and beyond) range goals for Children’s Ministries.

Position & Financial Considerations:

- We prefer an individual with a Bible college/university bachelor’s degree in Christian Education, Children’s Ministry, or a related field.
- We prefer applicants already licensed with the Christian & Missionary Alliance (C&MA). If the applicant does not meet this requirement, we expect licensing and ordination be completed as soon as possible through the C&MA.
- We prefer an individual who has demonstrated a heart for the children and aptitude for the ministry of LBAC by a history of significant volunteer work as a teacher/worker in the children’s ministry, VBS, and/or Awana program.
- The *Children’s Ministries Director* is a full-time staff position which pays \$50,000/year.
- Position includes all full-time benefits as detailed in LBAC Employee Handbook (provided during interview process).

Application Process

Resumé’s with cover letters can be emailed (office@lbac.org), mailed (3331 Palo Verde Avenue, Long Beach, 90808), or dropped off in the church office through Sunday, August 5, 2018. Applicants should expect a response within 48 hours of application delivery.