



## Ministry Description

Ossian Campus Children's Ministry Director

**Focus/Purpose of this Ministry:** This director provides vision, organization and supervision to ministries for children at Ossian Campus.

### Qualifications:

1. This director must meet the biblical qualifications for leadership.
2. This director must subscribe to the Faith Statements of Hope Missionary Church.
3. This director must be (or become) a member of Hope Missionary Church.

### Gifts or Talents:

1. A spiritual intensity for God
2. A heart for ministry in the church
3. A heart for lost people
4. A team spirit
5. A passion for excellence
6. A servant's heart

### Ministry Responsibilities:

1. Oversee the regularly scheduled children's ministry meetings at Ossian Campus from planning to completion
2. Oversee and support the volunteer responsible for organizing and preparing crafts to ensure alignment with each week's lesson and adequate preparedness for teachers and assistants.
3. Replenish supplies (wipes, cheerios, alcohol, batteries, labels for check-in, etc.) as needed.
4. Track and report Sunday morning attendance in a timely fashion.
5. Recruit, train and resource volunteers to serve in all areas of Ossian Campus children's ministry.
6. Establish clear and consistent communication with volunteers, parents and children at Ossian Campus.
7. Administrate necessary programs/documents to ensure compliance with Hope Church policies (e.g. HMC Ministry Covenant, background checks, MinistrySafe) for children's ministry volunteers at Ossian Campus.
8. Ensure wise stewardship of the portion of the Hope Church budget designated for children's ministry at Ossian Campus.

9. Participate in the pastoral care ministries of Ossian Campus as they relate to children.
10. Participate in various service opportunities of Hope Church as ability and personal schedule permit.
11. Other tasks as assigned by supervisor.

**Responsible to:** Ossian Campus Pastor

**Time Requirement:** part-time, paid position (with remuneration and benefits determined by the Lead Pastor and the Executive Pastor).

**Meetings:**

1. Weekly staff meeting
2. Annual staff retreat
3. Annual congregational meeting

**Reporting:**

1. Weekly staff report to supervisors