

- Facilitate and foster an environment of collaboration between Children’s Ministry at both campuses through meetings, open communication, and team-building opportunities.

C. TEACHING

- Assist in the implementation and editing of teaching and programming to meet the vision of the ministry which includes; Sunday and/or Wednesday programming and special events.
- Assist in the preparation and teaching of Sunday morning and/or Wednesday programming.
- Assist in the singing of children in church services including music selection, set-up, communication with teachers and families, and coordination with worship staff.
- Assist in coordinating special opportunities within our programming such as Operation Christmas Child, 1st Grade Bible Presentation, Camp Sunday, or other service opportunities as they arise.

III. KEY REPORTING WORKING RELATIONSHIPS

- Report to West Children’s Ministry Coordinator who will conduct annual reviews.
- Work as a team with our West Campus staff in terms of communication and collaboration.
- Work as a team with the Children’s ministry staff and volunteers at all campuses.
- Communicate and coordinate as directed with the Operations Director and office staff.

IV. POSITION QUALIFICATIONS

- Demonstrates a vibrant and growing relationship with Jesus Christ. This demonstration includes:
 - Acknowledgment of the Lordship of Jesus Christ in his/her life
 - Commitment to intentionally pursue maturity in his/her relationship with God through personal devotions, active attendance in worship services, and involvement in accountable relationships.
 - Commitment to avoid any lifestyle choices that would compromise his/her credibility.
- An obvious love for children and those who work with children.
- Must pass a background check for the states of Minnesota and North Dakota and any other state of previous residency or employment.
- Experience that reflects success in working with children and supervising others who work with children.
- Skilled relationally in interacting with people of a variety of ages, backgrounds, and experiences.
- Teachable spirit, seeking to grow and develop both personally and professionally.
- Able to take initiative in leading and coordinating activities with students and volunteer staff.
- Willing to work in agreement with Triumph’s statements of faith, mission, purpose, and core values.
- Effectively communicate the vision of Triumph’s Children’s Ministry.
- Maintain a strong work ethic and build efficient processes.
- Knowledge, Skills and Gifts:
 - Exhibit excellent organizational, administrative, problem solving, and interpersonal skills.
 - Able to work effectively with a larger ministry team.
 - Be a motivated, effective recruiter and manager of volunteers.
 - Able to cast vision, build relationships, release the gifts of others, and be a multiplier of leaders.
 - Able to maintain and protect confidentiality.
 - Able to learn ministry related computer software as assigned.

V. CONDITIONS OF EMPLOYMENT

- Exhibits a meaningful and growing personal relationship with Jesus Christ.

- Models the Biblical standard of personal conduct and lifestyle.
- Supports and adheres to the Purpose, Mission, Vision, Core Values and Statement of Faith of Triumph Church.
- Supports and adheres to the Constitution and Bylaws of Triumph Church.
- Supports and adheres to the Elder Board Policies and assists in the administration thereof.
- Regularly attends worship services at Triumph West; with Triumph West being the church home.
- Attentive to the needs of one's own family.

VI. HOURS AND COMPENSATION:

- This is a part-time position (number of hours indicated above) which will entail working weekends and some evenings.
- Compensation will Depend on Experience and timesheets will be turned in to record hours worked.
- Employment relationship is outlined in Triumph's Employee Handbook.

VII. PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Requires the ability to lift 20 lbs.
- Requires prolonged sitting, walking, standing, bending, lifting, stooping and stretching.

The duties described above are the general nature and level of work to be performed but are not intended to be a complete comprehensive list of all the duties.

Updated: _____

Updated: 7/27/2018

West Children's Ministry Associate _____

West Childrens Ministry Coordinator _____

Campus Pastor _____