

POSITION AVAILABLE

Children's Ministry Associate Calvary Baptist Church, Salem, Oregon

Children's Ministry Associate Job Description:

Calvary Baptist Church ("CBC") is a discipleship-centered church that seeks to glorify God by becoming disciples who know and live God's will. Located in Salem, Oregon, we are currently seeking a Children's Ministry Associate who has a passion to teach and nurture the next generation with the gospel, and to empower and equip parents and volunteers with the same passion. This role is currently a part-time position (10-15 hours/week). The wage for this position ranges from \$13-\$15/hr depending on experience.

For more information about our ministry, please visit our website at <https://www.cbcsalem.com>.

The CM Associate will be responsible for the following:

1. **Leadership:** Work with the Senior Pastor and Education Board to provide leadership and direction to the parents, volunteers, and childcare staff of the Children's Ministry by:
 - a. Executing the vision of the Children's Ministry through delegation of roles and responsibilities to volunteers, and childcare staff.
 - b. Managing volunteers, and childcare staff to ensure that goals and objectives are being met.
 - c. Actively developing leaders, recruiting and training volunteers, and childcare staff.
 - d. Regularly communicating ministry status and developments to parents and leadership.
 - e. Coordinating special children events throughout the year (Annual Trunk-or-Treat and Easter Egg Hunt, etc.)
2. **Teaching:** Ensure Sunday morning lessons are available for respective age groups as needed.
3. **Administration:** Supervise the overall operation of the Children's Ministry by:
 - a. Preparing and adapting the curriculum and programming, nursery through fifth grade.
 - b. Scheduling and informing volunteers, and childcare staff when they will be teaching/working.
 - c. Support and help coordinate childcare needs for non-Sunday morning events.
 - d. Manage Curriculum, Budget, Statistics, Resources and Classrooms.
 - e. Serve as public spokesperson for Children's Ministry.
4. **Shepherding:** Actively shepherd the children under their care and seek to cultivate genuine relationships with them and their respective parents.

Desired Qualifications:

- A maturing disciple of Jesus Christ.
- Fully aligned with the message, mission and ministry strategy of Calvary Baptist Church.
- High energy and enthusiasm with a genuine and infectious love for children.
- Knowledgeable about the physical, emotional, cognitive and spiritual development of children.
- Ability to maintain composure and decisiveness when facing problems or challenges in church settings.
- Demonstrating good communication skills (verbal and written); strong relational and organizational skills; and leadership.
- Experience with children's ministry in a congregational setting.
- Competency with standard computer software including MS Word, Excel and PPT and the capacity to learn new software programs.
- Maintain a positive relational stance on all fronts.
- Self-Starter.
- Contribute to a positive and effective staff team dynamic.
- Ongoing improvements and innovations within the scope of this role.
- Ability to manage and adhere to an annual ministry budget.

Application Process:

For consideration, please send the following: finished application (attached), resume and three references. If you have any questions about this position or need more information, please direct your inquiry to business@cbcsalem.com.



Calvary Baptist Church

1230 Liberty St SE
Salem, OR 97302
503-363-9246
www.cbcsalem.com

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Date of Birth: _____

Position Applied for: _____ Desired Salary: \$ _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Do you currently hold a childcare or healthcare license in the state of Oregon? YES NO Would you be willing to submit to a criminal background check? YES NO

Please briefly explain your faith background and spiritual life:

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____