

Ministry Job Description: Children's Ministry Small Group Leader

Goal of Position

The purpose of this position is to nurture the spiritual lives of our children who are at the very beginning of their Christian journey. As a teacher, you will teach the children in your class to know who God is and disciple them into a living, growing relationship with Jesus, recognizing always that it is the work of the Holy Spirit to convince a child to respond to the Gospel.

Responsible to

- For infants through kindergarten—the Preschool Coordinator Ashley Knight
- For children ages 1st through 6th grades—the Children's Coordinator JoHelen Trisler

Job Description

Small group is a vital ministry of our church and children's ministry. These groups provide one of the best means of nurturing faith and will require people willing to be used by God to invest in the lives of children at Willow Pointe.

As the teacher, you are required to co-lead Bible lessons, crafts, and games and serve as a role model to the children in your small groups.

In addition, you will:

- Clearly communicate the Gospel and share your own faith journey with the children.
- Model Christ's love so learners will see Jesus in you—be passionate about God's story of salvation.
- Have a heart for children and love those in your class.
- Know the children in your class—the types of learners they are and any issues any of them may be struggling with, paying special attention to the child that may be challenging (shy, aggressive, sullen, hyper, etc.). Let them know you will not give up on them.
- Build relationships with the children outside of class and show them you are not “just the teacher.”
- Pray regularly for the children in your class.
- Be committed to our Church and its mission statement.
- Attend all meetings and training events unless you speak with your designated coordinator beforehand and get the information you will otherwise miss.
- Serve those you lead.
- Be willing to grow spiritually yourself.
- Be dependable, consistent and committed to your task—see time required below.
- Commit to preparing well and carefully for each lesson, then commit your lesson to God.
- Foster a sense of security with the children by letting them know simple routines and the intentions for your class.
- Have fun and enjoy the children God has entrusted to your care, remembering that you have been placed in this position for such a time as this.

Time required

- Be in your classroom 10 minutes (8:50 a.m.) before the start of small groups at 9:00 a.m. and stay until every child has been picked up by a parent/guardian.
- One to Two hours a week including reading over and preparing for your lesson each week.
- Attend any meetings or trainings provided by the children's ministry (see training provided below)

Length of commitment

In your class as a small group leader, you will develop loving and caring relationships with the children helping to nurture their spiritual lives. To do this, you need to commit for at least one school year (August-May).

Training Provided

In order to develop your ministry role, we will provide you with the training need and equip you to teach with confidence. Such a meeting will orient those who are new to this role and refresh memories of those who have done this before. One of our main goals is to foster a feeling of being united in this ministry – that you are part of a team. Training should include lesson planning, classroom management, safe church policies, etc.

Qualifications or special skills

As someone who is nurturing children in their faith, it is vital that you take care of your own spirituality spending time in the Word, prayer, and worship. Additionally, you should have a team player mentality, be flexible, open to learning, have a positive attitude, love working with children, know how to have fun, laugh, and enjoy life.

Lastly, the church is not just a place of worship and where ministry programs happen, but also a place of safety and trust. Parents will want to know that not only are their children being cared for spiritually, but also that they are in a safe environment. As such, those serving in any children’s ministry program will be required to provide a current background check—renewed annually.

Benefits to this position

In your role as a small group leader, you will likely be challenged in some ways, but you’ll also be blessed in abundance. Here are some things you can expect:

- Watch children come to know the Lord
- Help young children in their faith development
- See young hearts and minds unfold and blossom
- Build relationships with the children of your church
- Growth in your own faith journey
- Affirmation of your gifts
- Develop lasting friendships with other teachers
- Joy in seeing God at work through this ministry to children

I, _____, agree to the above expectations and do intend to carry each out to the best of my abilities as a small group leader in the children’s ministry here at Willow Pointe.

Signature of small group leader _____

Date signed _____

Signature of preschool/children’s coordinator _____

Date received _____

Most of the information provided for this document was taken from the booklet “So you’ve been asked to Teach Church School” by Jessie Schut. Some additional information came from a Network article (Leading a Child to Jesus) written by Laura Keeley.