

# Stone's Hill Community Church Ligonier, Indiana

*"To lead people to God's forgiveness and  
see them restored to all that God created them to be."*

## Sunday Children's Church Teacher/ Administrator Time commitment: 5-10 hours / week

**Reports to:** Senior Pastor and Elders

Must be in agreement with SHCC's statement of faith

### **Qualifications:**

- Growing personal relationship with Christ with a sense of being called into ministry
- Love for children and a passion to teach, serve and equip them on their spiritual journey
- A heart to partner with parents as they pass on faith to the next generation
- Strong organizational/administrative skill with the ability to "think on their feet" and "go with the flow" when necessary
- Strong people skills with the ability to build, encourage and lead a large volunteer team
- A teachable spirit
- A teamwork mentality

### **Responsibilities:**

- Manage 15-20 volunteers including:
  - Equipping teachers
  - Admin helpers
  - Pre K teachers
  - AIG teachers
  - Children's church adult helpers
  - Children's church youth helpers
  - Children's church tech person
  - communicate with nursery
- Managing includes providing all curriculum, equipment, training and being the main contact for volunteers who call off/ adjust staffing
- Managing Google spreadsheet for staffing changes

### **Tasks**

- Providing check-in sheets and walkie talkies for equipping & children's church
- Arrange for an admin person to be available during equipping
- Lead large group talk (10-15 min) or arrange other people to rotate talk
- Prepare/ upload songs and communicate to tech team for worship
- Provide Equipping activity, set up game room
- communicate with parents
- Arrange Equipping time teaching/ game room/ snacks
- Children's church programming/ teaching
- Manage 1-2 adult helpers each week for game/art rotation
- Manage/train student helpers and assign to appropriate roles
- Organize Christmas song/ program or communicate w/ adult volunteer for this
- Attend CM leadership meetings 1x/month
- Attend Elder meetings or communicate CM updates to staff 1x/month
- Manage all parent communications

**Contact: Joey Nelson - Senior Pastor [shccpastor@yahoo.com](mailto:shccpastor@yahoo.com)**

**Please send resumes to [shccpastor@yahoo.com](mailto:shccpastor@yahoo.com)**