



Gateway Christian Church

422 B Street, St. Albans WV

304-727-8919

Position Description

Job Title: Early Childhood Minister (ECM)

Position Status: Regular Part-Time

Reports To: Campus Minister

Accountable To: Executive Minister

Position Summary: Gateway is a multi-site church with four locations in WV – St. Albans (GSA), Teays Valley (GTV), Beckley (GBK), and Marmet (GMT). Bringing up children in the Christian faith is a vital ministry in the church. The Early Childhood Minister serves on the Gateway Staff Team and works under the direct supervision of the Campus Minister to provide quality ministry to children, from nursery through preschool ages at the local campus. This position may be available Full Time.

Expectations: The ECM is expected to:

- ▶ Be a committed Christian with a willing heart, character, and lifestyle reflective of a genuine Christ-follower and ministry leader.
- ▶ Have a personal passion and love for God, the Church and lost people.
- ▶ Be a team player with the ability to recruit and lead a team of volunteers.
- ▶ Be self-motivated with a solid work ethic.
- ▶ Be coachable and eager to work with and learn from others.

Ministry Responsibilities:

- ▶ Oversee, coordinate, and lead all classes and activities of the Early Childhood Ministry area for the local campus.
- ▶ Work with the Campus Minister to develop and manage the early childhood ministry budget.
- ▶ Recruit, train & lead a willing and enthusiastic staff of early childhood ministry volunteers.
- ▶ Ensure that appropriate safety and security procedures are established and followed.
- ▶ Work with the entire staff team to fulfill the mission of the church.
- ▶ Oversee and be responsible for all areas of the local campus in which early childhood ministry takes place.
- ▶ All other duties as assigned.

Compensation & Benefits: *(for detailed info, see the Staff Handbook)*

- ▶ The hourly compensation is dependent upon education and experience but is generally commensurate with local county schools (teacher) to be distributed as desired between several categories of payment: Housing Allowance, Retirement & Taxable Salary.
- ▶ Professional Expense allowance paid monthly in response to a submitted report with accompanying receipts.
- ▶ Vacation dependent on number of weekly hours worked.
- ▶ Conventions & Continuing Education allowance as funds are available and upon request.