

Director of Children's Ministries Job Description

The Director of Children's Ministries' primary objectives are to evangelize and disciple children and resource parents and families in developing positive and healthy Christian homes. She or he must be experienced in all areas of children's ministry, able to lead a volunteer staff, and teach, train and recruit workers for nursery through 5th grade programs. He or she must be able to relate to both children and parents, be creative and progressive in the way they view children's ministry and have the heart and passion for not only the church, but also the unchurched children in the community.

Hours: 30-40 per week

Salary Range: depends on education and range of experience

DUTIES AND RESPONSIBILITIES

A. Oversight of weekly children's ministry programs from nursery to 5th grade. This includes the following ministries and other programs that may be initiated:

- a. Nursery
- b. Sunday School
- c. Children's Church
- d. Mid-week Children's Bible Study/Fellowship

B. Develop and Disciple Central Youth

- a. Hold regular meetings with Bible lessons/study, etc.
- b. Coordinate monthly mission / help someone out event(s)
- c. Meet with community youth leaders.
- d. Plan retreats for youth
- e. Assist Senior Pastor with confirmation classes

C. Recruitment, Training, Organization and Leadership of Volunteer Staff

- a. Responsible for recruiting, training and development of adult leaders who have passion for shepherding and discipling children.
- b. Equip children's ministry workers by the use of regular training, teachers' meetings and vision casting.
- c. Make regular contacts with area leaders for personal encouragement and assistance.
- d. Take appropriate measures to appreciate to teachers and other volunteers.
- e. Serve as administrator of the Ministry Safe platform, which includes submitting and maintaining background checks, required video training, and Central's Children, Student Ministries, and Vulnerable Adults Ministry Safe Policy.
- f. Serve on the church's Safety and Security Board.
- g. Continually develop and implement Volunteer Job Descriptions and Handbook as ministries change and grow.

D. Stewardship of Children and Family Ministry Resources

- a. Develop and oversee the budget for Children's Ministries and Youth Ministries.
- b. Oversee the purchase of current and new curriculum.
- c. Create a pleasing, creative and attractive learning environment in children's facilities.
- d. Provide Biblical and spiritual activity sheets for children to use during services.
- e. Administrator of Right Now Media platform. Responsible for paying monthly bill, providing business cards to visitors that allow access to the account, as well as shared access with Day School and church staff for Bible studies.

- f. Direct volunteers in restocking classes and supply closet.
- g. Work with outside vendors to create banners advertising special events (to be placed on Academy Street).

E. Preparation of Special Events

- a. Work with Co-directors of Vacation Bible School directors to assist in curriculum development and theme to present a focused week of Bible teaching, missions and fellowship.
- b. Carry out, oversee and delegate purposeful and fun-filled events for Pre-K through 5th grade children throughout the year (i.e. Central Kids Summer Adventures, Christmas party, Easter Celebration, Trunk-or-Treat, etc.).
- c. Arranging care and activities for children while Young Adult groups are meeting.
- d. Plan and oversee a variety of events throughout the year (blessing of backpacks, Bible dedication, Palm Sunday, Nativity scene, etc.)
- e. Provide resources to equip parents in the spiritual upbringing of their children.
- f. Work with pastoral staff to transition youth from Elementary to Middle School and into High School.

F. Administrative Responsibilities

- a. Participate in Staff meetings.
- b. Work with regular involvement, support and counsel of the Senior Pastor, Committees and Council on Ministries.
- c. Represent concerns of children's ministries in the church council and charge
- d. Attend a Children's ministry or family ministry conference yearly to maintain awareness of trends and tools.
- e. Administrator of Right
- f. Work within budget approved by Finance Committee.
- g. Serve on Central's Day School Board.
- h. Serve as one of the Facebook administrators.
- i. Have access to the church cameras and ability to lock/unlock doors remotely.

QUALIFICATIONS

- A. Bachelor's Degree, preferably in the Christian Education field
- B. Committed to a growing relationship with Christ
 - a. Actively involved in a Small Group for personal discipleship, spiritual growth and accountability
- C. A passion and love for children/youth
- D. Desire to see children have a personal relationship with Christ as their Lord and Savior
- E. Leadership, organizational and computer skills required
- F. Pastoral Care – especially children, youth and women