

Children's Ministry Director

Job Description

<u>Job Title:</u>	Children's Ministry Director
<u>Reports To:</u>	Pastor of Students
<u>Job Classification:</u>	Exempt, Full-time, Non-Ministerial
<u>Principal Function:</u>	To be responsible for the planning, implementing, and evaluating for the church a comprehensive ministry for children ages birth through fifth grade (Preschoolers and Children).

Primary Duties:

1. To direct the education ministries for preschoolers and children, including working with all organizations and committees relating to the specific age groups. Educational ministry responsibilities to include but are not limited to Sunday School, Extended Session, Intentional Discipleship, and Mission Education ministries for preschoolers and children.
 - Managing the Extended Session schedules shall involve a system of recruiting workers, devising rotating schedules, publishing and delivering schedules to workers and confirming on a weekly basis that workers will be present.

2. To be physically present in the Preschool and Children's Ministry areas on Sunday morning, Sunday evening, Wednesday nights and at other times when ministry to these age groups is taking place; provide assistance, guidance, and troubleshoot any problems that might arise.

To delegate physical presence responsibilities, when possible, to appropriate volunteers, committee members, and other staff to allow for your personal attendance in worship, Sunday School and other opportunities for your spiritual nurture.

3. To Coordinate with the Pastor of Students
 - a. To provide encouragement and continuing education for all Children's Ministry workers.
 - b. To evaluate consistently all Children's Ministry curriculum for impact and effectiveness.
 - c. To assist in ensuring that the Children's Ministry is an intentional and integrated part of the larger discipleship ministry of the church.
4. To partner with parents of children pre-school through 5th grade to encourage and resource them in the discipleship of their children.
5. To plan, organize, and evaluate ministries for preschoolers and children using various committees, councils, church members, paid nursery workers and parents in the process.
6. To plan, implement, and evaluate the church's annual Vacation Bible School Program in conjunction with the Children's Committee.
7. To plan, implement, and evaluate special events for preschoolers and children - such as, but not limited to, seasonal events, age-appropriate trips, and ministry opportunities.

General Duties:

8. To be responsible for organizing and providing nursery care and children's activities for special church wide events where such services are needed.
9. To work directly with the Preschool and Children's Committees.
10. To work with the Nominating Committee and Committee on Committees as related to the Preschool and Children's ministry workers and committee members.
11. To foster/cultivate a good working relationship with the CDC personnel, church volunteers, and fellow church staff regarding shared use of facilities.
12. To work with Safety and Security and Campus Patrol Committees on safety and security issues.
13. To display fiscal responsibility toward the church budget in working with the assigned committees within the confines of their appropriate funds.
14. To be responsible for the ministries indicated on the Church Organizational Chart.
15. To be staff liaison for committees indicated on the Church Organizational Chart.
16. To take on new responsibilities or relinquish old responsibilities as defined in any revisions of the Church Organizational Chart.
17. To maintain and display a high standard of Christian morals, ethics and a Christ-like attitude towards all individuals.

Approved: 03/19/2024