

# Director of Children's Ministry Job Description

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## Job Purpose

- Actively leading the children's ministry at the church to provide an environment for children to come in contact with, and be changed by, the gospel of Jesus Christ.
- Provide safe, responsible care alleviating any concern parents might have about the well being of their children at church.
- Assist parents in their primary roles for teaching and nurturing their children in the faith and teaching them that they are a vital part of the church, by overseeing, sustaining, and growing all church programs for children and youth.
- Support and encourage children and parents in bearing witness to Jesus in the city and work to make unbelieving visiting children welcome.

## Relationships

- Reports to and receives oversight from the Senior Pastor through weekly one-on-one direction-setting meetings, weekly staff meetings, and 6-month and subsequent annual performance reviews.
- Accountable to the Session to implement ministry in line with the vision and direction of the church and accordance with the approved job description; to maintain an effective working relationship with the Senior Pastor; and to provide written (and periodic in-person) reports at monthly elders' (the Session) meetings.
- Works as a peer alongside other church staff.
- Recruits, trains, and equips children's ministry volunteers including, but not limited to, nursery coordinators and volunteers, Sunday school coordinators and teachers, children's church coordinators and teachers.
- Anticipate and lay ground work for youth ministries.
- Prays regularly for the children and families of the church.

## Primary Responsibilities of the Position

### Vision

Execute and continue to grow the ongoing comprehensive plan for children's ministries in consultation with the Session; continue to refine the goals of each individual ministry area (e.g. Nursery, Children's Church, Sunday School, Pre-Youth Group); provide leadership, oversight, and organization to all existing Children's Ministries Committees (e.g., the Nursery Committee); select or design curriculum and materials for Christian education at church and for parents to use for teaching children at home.

### Organization and communication

Recruit and oversee volunteer coordinators for each ministry area as needed; ensure appropriate division of labor among volunteer coordinators, rebalancing as needed; ensure that volunteer

scheduling consistently provides volunteers for the needed duties each Sunday; publicize children's and youth events through normal channels of publicity (e.g. church bulletin; newsletter); ensure ministry areas are coordinated so that parents and children experience a single ministry with a single goal; communicate regularly (at least on a quarterly basis) with parents, through a newsletter and other mechanisms.

### **Oversight and volunteer support**

Organize volunteer training events; continue to improve and develop strategies for recruiting volunteers, obtain support of Session as needed (e.g. mandatory service of church members); develop new policies as needed (e.g. volunteer to child ratios), ensure that policies are communicated clearly and enforced consistently; monitor condition of the facilities for children's ministries and work with deacons to resolve issues; support coordinators, teachers and volunteers on Sunday mornings.

### **Community**

Connect families to build healthy, nurturing relationships at events such as toddler playgroups, Sunday morning services, the All-Church Getaway, community groups, summer programs, and church cookouts, for the purpose of living together in a loving community. Enable and encourage all members of the church to live out their promises to assist parents in the Christian nurture of the children in our covenant community.

### **Administration**

Oversee current and develop new systems if needed to track enrollment and attendance for all children's ministries, as well as overall population of children at the church; order all curriculum and related supplies, distribute to volunteer coordinators and teachers; develop annual budget proposal for children's ministries, monitor spending on approved budget; prepare reports to the Session on an as-needed and as-requested basis (not fewer than monthly); attend staff meetings.

## **Qualifications**

### **Christian**

The Director of Children's Ministries will be a mature and growing disciple of Christ who possesses a passion for the gospel, a commitment to the Church, a desire to serve it with joy and diligence, with a commitment to its purity and peace. He/she must exhibit a personal warmth and love for people.

He/she must be (or become) a member of the church and align with the theological commitments of the Christ the King, and must fully embrace the mission, vision and values of the church with a willingness to serve as one player on a larger ministry team.

### **Professional**

He/she will have an understanding of basic child development and an understanding of the complex needs of children of a variety of ages and backgrounds. An affinity for and experience in children's ministries is required.

He/she must have the ability to organize, supervise, coordinate and motivate teams to accomplish ministry objectives. He/she must have the ability to work independently with little oversight, as well as possess strong organizational skills and work interdependently with the church's staff and its ministry leaders. The candidate must be confident overseeing and serving the church's many volunteers for children's ministries.

### **Educational**

A Bachelor's degree with a background in educational and/or theological training is preferred.