

Job Description:

**Job Description: Children's Ministry Director
Nursery thru 5th Grade**

Role

Leading children into a dynamic relationship with Christ and equipping them to serve.

Job Description

The primary responsibilities for the Children's Ministry Director are to create an environment (primarily on Sunday mornings and Wednesday nights) where Kids grow closer to Jesus Christ.

Reports to: Senior Pastor

Hours:Part-time Salaried position

Compensation: Negotiable with experience

RESPONSIBILITIES /DUTIES:

Keystone Kids (Sunday Mornings year-round) and Awana's (Wednesday Nights through school year)

1. Create/organize curriculum for large-group as well as small groups.
2. Create/worship experience.
3. Create/organize occasional service projects.

4. Teach large group and recruit and equip volunteers to teach large group.
5. Lead volunteer teams to minister as well through excellent planning, communication, training and vision casting.
6. Fill absentee volunteer positions through recruitment, background checks, assigning roles, training, creating nametags, etc.
7. Support and equip volunteers by providing encouragement, resources, feedback, and demonstrations of appreciation.
8. Continually accesses needs and flow of all points of Children's Ministry contact and adjust where appropriate to best serve congregation.
9. Works with the Preschool Director.

Administrative

1. Check and promptly respond to emails, voicemails, and mail received.
2. Ensure thorough and efficient communication with parents regarding updates, and curriculum details, via newsletters, emails and flyers, and social media.
3. Maintain current records and databases for volunteer contact information, applications, and

background checks.

1. Purchase and prepare supplies for ministry events.

2. Create and maintain a file for events with event information, a detailed timeline, notes suggesting enhancements and things that went well so that the event can be easily planned again, changed, or duplicated for the next year.
3. Create and maintain a Children's Ministries Manual with policies and procedures; update as needed.
4. Purchase any ministry and office supplies as needed.
5. Oversee budget, recording expenditures.
6. Assist in renting the high school, and other administrative tasks as requested by the Senior pastor.

Other Responsibilities

1. Coordinate nursery volunteers and supplies
2. Plan and lead a Vacation Bible School in the summer
3. Plan and organize a service event quarterly
4. Hold practices for Christmas Program
5. Build relationships with parents/families
6. Hold classes/seminars to equip parents to disciple their children
7. Helps with baby/Child Dedications
8. Helps with Children's Baptism

-

Skills + Characteristics Required

Positivity

Flexibility

Spiritual maturity

Strong Organizational and Leadership skills

Servant Hearted

Biblically Knowledgeable

Excellent Communicator

Engaging Teacher

Self-Motivated

A Proven Passion for Children's Ministry