

Position Description
Children's Ministry Director
Part-Time (20 hrs/week)

Purpose: To provide leadership and support for the Children's Ministry Program.

Accountability: Accountable to the Pastor as Head of Staff

Responsibilities:

- Actively and enthusiastically manages and participates in all aspects of the Children's Ministry program.
- Provides leadership and direction to Children's Committee and in coordination with committee, designs and implements a vibrant Children's Ministry program including programming like field events, mission events, and intergenerational activities such as the "Easter Eggstravaganza."
- Oversees and coordinates the Children's Sunday school program during the Sunday School hour for three year olds through 6th grade and the Worship Kidstyle program during Sunday morning services.
- Actively researches children's ministry curriculum and makes recommendations to committee to develop new and additional programming.
- Creates and ensures a welcoming environment for children and parents through communications, room set up, staff and volunteer scheduling for childcare throughout the year and ensuring childcare is available for special events.
- Recruits and trains teachers, nursery care workers, committee members and special event volunteers.
- Directs the Summer Vacation Bible Camp including recruiting, publicizing and ordering materials for the program.
- Plans and oversees children's participation in special worship services. Provides support to the Christmas Pageant director and the Children's Choir Director.
- Oversees and manages the Sunday nursery care staff and volunteers (birth up to three-year olds), including identifying qualified persons, producing schedules and managing nursery staff payroll.

Relationships: Reports to the Pastor and Head of Staff. Works closely with the Children's Ministry Committee, parents and volunteers.

Evaluation: Performance reviews will be conducted annually by the Pastor as Head of Staff, with assistance and input from the Children's Ministry Committee.