

Director of Children's Ministry

Christ Church inTown

Effective Date: Negotiable

Reports to: Pastor of CCiT

Works with: Pastor, Children's Ministry Team, volunteers and staff in Children's Ministry

Supervises: Children's Ministry volunteers, Children's Ministry staff

Job Summary: The Director of Children's Ministry is responsible for furthering the mission of CCiT by leading, managing, and growing the Children's Ministry. This role connects families to CCiT by providing quality care of their children along with Bible-based learning, fun activities, and engaging worship. This position is an integral member of the leadership team of CCiT and will provide strategic direction for the Children's Ministry. An effective Director of Children's ministry will develop and implement children's programming throughout the year that ignites a genuine desire for a relationship with Christ among our children - ages infant through fifth grade. A successful candidate will be able to grow the capacity and fruit of the Children's Ministry by recruiting, inspiring, and equipping a team of volunteers to teach, shepherd, and care for the children of Christ Church inTown.

Job Responsibilities:

Programming and Curriculum:

- Develop and implement the vision and purpose for Children's Ministry in collaboration with the pastor of CCiT. Provide the session with a monthly update of the ministry.
- Stay informed about current trends and developments regarding children's ministry and the culture.
- Develop and execute a 12-month growth oriented ministry plan including programming for Sunday morning, quarterly family social activities, and an annual VBS.
- Oversee the selection and implementation of curriculum for children ages birth-5th grade.

Supervising:

- Train and manage any paid Children's Ministry employees.
- Oversee processes for effective children's ministry opportunities such as check-in, Safe Care training and background checks for all staff and volunteers who work with children.
- Prepare and communicate training for new volunteers. Create and communicate volunteer schedules on a quarterly basis.

Volunteer Recruitment and Leadership Training:

- Effectively equip, train and build up lay leaders and volunteers.

- Ensure that teaching is Biblical, age-appropriate and engaging.
- Develop a strong leadership team, meeting regularly to brainstorm, evaluate programs and events, identify concerns and opportunities, delegate responsibilities if needed, and support each other as they carry out many of the functions of the ministry.

Outreach and Engagement:

- Look for ways to serve and minister to CCiT families.
- Intentionally welcome newcomers to the Children's Ministry.
- Develop efficient, effective, and clear communication strategy to keep staff, volunteers, and parents up-to-date on ministry activities.

Job Skills and Qualifications:

- 3-5 years of experience in leadership in a people oriented field.
- A growing relationship with Jesus Christ as evidenced by action, attitude, and behavior.
- Member of Christ Church in Town and able to fully embrace the mission, values, and statement of faith of CCiT.
- Understanding of and alignment with the PCA's doctrinal and theological beliefs. (<http://pcanet.org/beliefs>).
- Demonstrates a love for children, and a passion for ministry to children as well as seeing their families grow in faith. Can teach children from God's Word, articulating the Gospel and other key Biblical truths in an age-appropriate way.
- Strong interpersonal skills with the ability to maintain healthy relationships with a variety of stakeholders including staff, church leaders, supervisors, coworkers, parents, and volunteers.
- Possess cultural, socio-economic, ethnic and racial diversity sensitivity and awareness as CCiT seeks to welcome all people groups
- Ability to be a strong team player and collaborator. Ability to think creatively to come up with workable solutions. Ability to make quick and wise decisions when presented with unexpected challenges and to remain calm and friendly when presented with stressful situations.
- Strong organizational and leadership skills with attention to detail and an eye to excellence. Self-starter who follows through on details and is conscientious of job responsibilities. Ability to build and equip volunteers, communicate effectively in ways that keep children, parents, staff and volunteers engaged and motivated.
- Ability to work 15-20 hours per week, including Sunday mornings and weekly attendance at CCiT staff meetings.