



Job Description

May 2024

**Title**

Children's Ministry Director

**Supervisor**

The Children's Ministry Director will be a member of the Grace Community Church (GCC) staff. The Children's Ministry Director is supervised by the Next Generation Pastor, who reports to the Lead Pastor/Teaching Elder.

**Purpose**

The Children's Ministry Director will have the responsibility of directly leading the Children's Ministry volunteers in creating and ensuring a safe environment and gospel-centric program for children ages birth through 5<sup>th</sup> grade. He or she will also support and work alongside the Next Generation Pastor to develop and carry out an integrated path of spiritual growth that involves and supports parents in the discipleship of their children.

**Qualifications**

- Agree with GCC's purpose, doctrine, and positions as stated in the church constitution ([graceccnc.org/doctrine](http://graceccnc.org/doctrine))
- Have a strong testimony of faith in Christ and faithful membership in a local church. The Children's Ministry Director will need to become a member of GCC.
- Have a desire to humbly position oneself as a contributing member of the GCC body and staff team, belonging to the other members, using one's gifts graciously to build up the other members

- Have significant experience in planning for and teaching children in an educational and/or ministry setting. A degree in education is desired but not required.
- Have evidence of maintaining an ongoing leadership role involving the management of employees and/or leading volunteer teams in an educational or ministry setting
- Be outgoing, relational, flexible, and enjoy working with children and adults
- Have a working knowledge of technology, being proficient in Microsoft Office and Google Workspace
- Proficiency in Planning Center Online's (PCO) family of apps is desired; a determination to master working with Planning Center Online is necessary

#### **Duties and Responsibilities**

- **Create, enforce, and evaluate policies and procedures** that ensure the safety, protection, and care of children of GCC
- **Recruit, encourage, and resource volunteer leaders of the Children's Ministry Leadership Team (CMLT)**, holding regular team meetings to provide structure, support, and leadership for the maintenance and growth of the Children's Ministry, as well as for the evaluation and planning of Sunday morning ministry programming and other Children's Ministry events
- **Execute and Oversee Sunday morning ministry programming and other Children's Ministry events.** Current other Children's Ministry events include VBS in June with team meetings beginning in April, summer camp in July, Christmas program in early December with rehearsals beginning in October, missions events, annual volunteer appreciation events, and annual training events for both current and new volunteers.
- **Recruit, train, and provide support for qualified volunteers** who staff Sunday morning ministry programming and other Children's Ministry events

- **Ensure volunteer scheduling** is planned and regularly communicated with plenty of advance notice (using PCO), ensuring a protocol is created and carried out for volunteer cancellations
- **Ensure all Children's Ministry spaces are properly reserved, resources supplied, and spaces prepared for ministry programming**, coordinating with the Church Administrator, CMLT, and Custodians via the Church Administrator
- **Manage the Children's Ministry budget**, working with the CMLT and Next Generation Pastor for yearly planning and evaluation
- **Research, implement, and evaluate age-appropriate curriculum** in coordination with the Next Generation Pastor (currently using The Gospel Project)
- **Coordinate with the Pastor for Creative Arts to plan kids' music** in providing hymns of the month, managing and scheduling volunteer music teams, and planning special music/programs
- **Have regular communication with families** involved in the Children's Ministry
- **Contact visiting families with children** to welcome and introduce them to GCC, coordinating with the Church Administrator to ensure follow-up
- **Attend weekly staff meetings**

### Work Time

The Children's Ministry Director position is a part-time, 20-hours-a-week, position. The nature of the position will require attendance at both Sunday services, most church-wide events, and extended hours during seasonal events such as VBS, summer camp, and the Christmas program. The Children's Ministry Director should maintain consistent office hours to be agreed upon with the Next Generation Pastor.

### **Compensation**

The Children's Ministry position is salaried and paid at the end of each month. In addition to salary, a business expense account will be set by the elders to pay for approved expenses as described in GCC's Business Expense Policy.

### **How To Apply**

Please send a resume and cover letter to Ricky Lee, Pastor for Discipleship and Care, at ricky@graceccnc.org by June 2nd to apply.