

# Children's Ministry Director

## Grace Chapel - Job Description

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### Summary

The Children's Ministry Director is a part-time position that organizes all Sunday morning children's ministry programs for children age birth-fifth grade.

### Essential Functions

- Responsible for Sunday morning programming for children age birth-fifth grade
- Cast vision for the Children's Ministry department and clearly communicate that vision to others
- Select/Develop/implement age appropriate curriculum in children's classes
- Plan programming with the goal of helping children grow in their faith while having positive experiences at church and developing relationships with others
- Recruit, train, schedule, and supervise volunteers.
- See that teachers and small group leaders have the materials necessary for the Sunday morning responsibilities.
- Engage In lead-teaching and co-teaching
- Communicate regularly with parents through written newsletters and email
- Ensure safety and security of classrooms according to policy standards
- Oversee computerized check-in/registration procedures, track attendance, and maintain database with regards to children's ministry
- Communicate with parents of 4<sup>th</sup> and 5<sup>th</sup> graders regarding baptism, meet with children to confirm that they have accepted Christ and understand the purpose of baptism, give instructions regarding their written testimony
- Coordinate with other ministries using the Children's Ministry wing
- Organize and replenish supplies in the CE Central Office, the Resource Room, the volunteer break room, as well as individual classrooms and snacks
- Work with other departments to maintain a clean environment, including the cleaning and sanitizing of toys
- Collect and distribute offering money to appropriate charities
- Provide a monthly status report to the Board of Elders through written communication

### Behavioral Requirements

- Active and personal relationship with Jesus
- A passion for children's ministry and to see family's grow in their faith together
- Effective communication skills (written, verbal, interpersonal)
- Develop relationships with and pray for families involved In children's ministry

### General Requirements

- Experience working with children in a church setting
- Human Resource - Conform to the church's policies

### Basic Qualifications

- Written and verbal communication proficiency
- Interpersonal skills
- Basic computer software skills
- Child-care worker clearance

### Environment & Attire

- Casual, modest attire is required

### Physical Demands

- Bending, lifting, standing, and getting off and on the floor
- Infrequent travel to other locations, as decided upon

### Reporting Structure

- The Children's Ministry Director will report to the Pastors and Board of Elders and will be evaluated against the above description.