



Children's Ministry Director

Reports To: Senior Pastor

Employment Status: Part-Time, Salaried, Permanent, 20 hours per week, \$30,000 annual salary. Eligible for vacation and sick leave in accordance with Employee Benefits & Guidelines policy.

Position Summary

The Children's Ministry Director provides spiritual, strategic, and operational leadership for all children's ministries from birth through sixth grade. The Director equips volunteers, partners with parents, creates safe and engaging environments where children grow in their faith, and advances the church's mission by making disciples of the next generation.

Mission of the Role

- Plan and lead a Christ-centered ministry aligned with the church's mission.
- Equip parents as primary disciple-makers.
- Develop leaders and volunteers who multiply ministry impact.

Essential Responsibilities

- Provide vision and leadership for all children's ministry programs, classes, events, outreach, VBS, camps, and special activities.
- Recruit, screen, onboard, schedule, train, coach, and recognize volunteers.
- Develop age-appropriate discipleship environments and curriculum.
- Maintain child safety policies, volunteer background checks, and ministry procedures.
- Build strong relationships with children and families and assist in assimilating new families.
- Collaborate with ministry leaders to ensure smooth transition of children into youth ministry.
- Manage ministry administration, communication, calendars, volunteer schedules, records, supplies and budget stewardship.

Required Qualifications

- Committed follower of Jesus Christ whose life reflects biblical character.
- Church member or willing to become an active covenant member.
- Experience leading and serving in children's ministry or comparable leadership.
- Strong communication, teaching, organizational, and leadership skills.
- Proficient with Microsoft Office and general office technology.
- Knowledge of child development and family discipleship.



Office Hours & Work Expectations

- Attend weekly staff meeting.
- Oversee Sunday, mid-week, and other scheduled children's activities, including special events and meetings for children's volunteers.
- Maintain flexibility for evenings and weekends as ministry requires.

Spiritual Commitments

- Support the church's Statement of Faith and mission.
- Model Christian character and servant leadership.
- Pursue ongoing growth in theology, children's ministry, and leadership.

Measures of Success

- Healthy volunteer team.
- Safe, engaging ministry environments.
- Strong family engagement.
- Successful transition of children into youth ministry.
- Programs that support disciple-making.

Priorities

The Director's initial focus will be Sunday morning children's ministry and the outreach that naturally flows from it. Sunday morning ministry will remain the primary focus, with Wednesday and other children's ministries prioritized in light of available resources and the needs of the church body.

Apply

To apply for this position, please complete our online application form and upload your resume, a list of references (with contact information) and a cover letter, if available.

APPLICATION FORM: <https://icbcmw.churchcenter.com/people/forms/1303629>