

Job Description - Director of Children's Ministry – rev. 02-2023

Overview:

The Children's Ministry Director provides visionary leadership and is responsible for ensuring the spiritual growth and development of children from birth through 5th grade. This includes, but is not limited to, curriculum in coordination with Christian Education board, volunteer recruitment and development, classroom management, and operational management and oversight for special events and projects, supportive interaction with East Glenville Preschool and other responsibilities as delegated by the Senior Pastor.

This position will report directly to the Senior Pastor and work under the vision for the overall ministry to families of East Glenville Community Church. The Children's Ministry Director operates by the God-given call on their life to minister to this specific age group of children (Nursery-5th Grade and East Glenville Preschool) in a way that exemplifies the work of Christ in their life. The ultimate goal is to influence children to grow spiritually, learn about Jesus, and lead lives that reflect His Lordship.

Responsibilities:

General:

- *Pray regularly for all aspects of this ministry
- *Execute duties in a manner consistent with and promoting of the EGCC mission, its leadership and other church ministries, and its constitution, by-laws, policies and procedures

Curriculum:

- *Work with the Christian Education board to select and oversee the implementation of children's curriculum suited to each class, program and activity, from nursery to 5th grade
- *Plan and oversee a regular (e.g., weekly or monthly) children's program that engages EGCC families
- *Actively promote programming for children and families using a variety of methods

Volunteers:

- *Recruit and train kids' leaders and volunteers according to the mission statement of the church, as well as its policies and procedures
- *Facilitate background checks on all volunteers who serve in Children's Ministry
- *Lead ministry related meetings and equip volunteers to fulfill their role in ministry
- *Direct volunteer support in classrooms/programs for special needs students

- *Create and maintain the weekly/monthly scheduling of all volunteer positions
- *Expect to take extra measures occasionally to meet the ministry-related needs of volunteer staff or families with limitations

Classroom Management:

- *Maintain security standards that ensure kids are safe and appropriately supervised
- *Develop and maintain an effective check-in and check-out system for families with children
- *Lead the creative use and proactive upkeep of Children's Ministry facilities. Ensure they are clean and presentable for all classes, programs and children's events.

Special Events and Projects:

- *Plan, coordinate and oversee Vacation Bible School (VBS) each summer
- *Coordinate and oversee Junior Church, a fun and gospel-centric kids' portion of Sunday service, designed to promote spiritual growth and life-change
- *Coordinate outreach events and activities for children and young families
- *Work with Youth Director to ensure consistency and communication to and for families, volunteers, programming and scheduling

Preschool Support:

- *Work with Director of East Glenville Preschool to coordinate church children's' classes and programming, shared use of space, resources and programming (e.g., VBS and Mom's Bible studies)

Administrative:

- *Schedule will consist of 20-24 hours per week to be determined in consultation with the senior pastor and with the understanding hours will vary based on programming needs and time of year
- *Attend weekly staff meeting in church office
- *Regularly inform pastoral staff of needs within EGCC families
- *Read and be familiar with the EGCC Child Wellness policy
- *Submit an annual report summarizing ministry activities for the calendar year
- *Develop an annual budget for Children's Ministry and manage spending in accordance with approved budget
- *Participate in the Servant Leaders' Council
- *Perform tasks or responsibilities assigned by senior pastor

Professional:

- *Intentionally connect with new and /or existing families during the worship service, in classrooms or at activities
- *Proactively develop a pastoral influence with church attenders, volunteers and leaders
- *Maintain a professional attitude for the church work environment by maintaining a calendar, being on time for appointments and events, meeting deadlines, etc.
- *Operate with humility while developing a teachable and trainable spirit that strives for excellence and relatability

Personal:

- *Maintain the God-ordained priorities in your life, putting Jesus Christ first
- *Maintain high personal, moral and spiritual standards. Represent a Christ-like character in speech, life, and ministry with utmost integrity in all situations.

Qualifications

- *Bachelor's degree in ministry, or related field, preferred, or
- *Minimum two years' experience leading and supporting a children's or youth program in a ministry setting

Practical:

- *Good leadership and management skills, ability to strategize and think ahead
- *Spiritually, relationally, and emotionally healthy
- *Motivated self-starter, team and detail oriented, positive, servant-hearted
- *Ability to resolve problems in a resourceful, Christ-like manner
- *Adapts to growth, change and innovation
- *Know and support the vision statement of EGCC
- *Great communication skills, written and oral
- * Able to use technology effectively and consistently for promotion and communication

Position Requirements

- * The hours for this position may range between 20-24 hours per week and will be determined with the senior pastor as the needs of the work is developed.
- * . After 6 months of service this position begins accruing paid vacation time. The Children's Ministry director receives 2 weeks (or 10 days) vacation time per year. Notice for taking

Vacation time should be given to the pastor and meet his approval. Time off should be planned with the church calendar in mind and so the position requirements can be met.

* Accommodations for sick time or family emergencies can be negotiated with the senior pastor.

Key Performance Measurements

*Develop a vision and strategy, in line with the vision of EGCC, to effectively minister to children and their families, that is friendly and effective

*There is active growth and development of volunteer teams that are effectively carrying the culture of EGCC

*The children's ministry is growing at a healthy pace and it's exciting, creative, safe and life-giving

*You are well-respected by parents and volunteers

*Kids are growing in their knowledge and application of Biblical truths

*The church is aware of, and enthused about, what is happening in Children's Ministry