

Children's Ministry Director

Children's Ministry Director	Reports to: Senior Pastor
Department: Children	Effective Date: 9.21.21

Ministry Description:

Coordinates Sunday morning (Sunday School and Morning Worship) for infant through 4th grade. Also, oversees the leaders of MOPS and AWANA on Wednesday night as well as coordinating nursery (2 and under). Will ensure a vibrant Christ-centered ministry that is engaging, safe, creative, clean and fun. Will be an active member of our church family and consistent in worship and services to the body of Christ. Preference with someone who has a vision (and possibly experience) developing a future home schooling co-op.

Supervisory Responsibilities:

- Recruits, interviews, hires, and trains new children's ministry leaders.
- Oversees the daily work flow of the department.
- Provides constructive and timely feedback on how things are going.
- Ensures safety protocols and makes sure areas are clean, organized and prepared for service.
- Communicates with families and keeps everyone in the loop regarding the overall ministry.
- Is responsible to make sure programs are biblically sound, creative, fun and age appropriate.

Duties/Responsibilities:

1. Download, Edit, and Post Children's Curriculum (or oversees someone who does).
2. Print and Organize Children's Curriculum w/ Bin prep.
3. Clean and organize children's classrooms.
4. Set up printer and iPad stations, and classrooms for Sunday use.
5. VBS recruiting, prep, training, design, implementation.
6. Leads the overall children's ministry from infant to 4th grade.
7. Coordinate AWANA and MOPS directors and serve in ministries.
8. Oversees Wednesday night nursery care (2 and under)

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment

Education and Experience:

- Bachelors diploma or equivalent.
- At least two years related experience required.

Physical Requirements:

- Be in good physical shape and able to lift 10-15lbs.

Expected Weekly Hours: 10-15/week