

Job Description

Title: Children's Ministry Director

Classification: Full Time – Non-Exempt (30 hours per week)

Reports to: Associate Pastor

The Children's Director provides leadership, training, support and oversight to all Children's Ministry (CM) staff and volunteers and is responsible for the implementation and development of programming for the spiritual formation of children from birth to 6th grade.

Qualifications

- The CM Director will have an active and growing relationship with Jesus Christ; evidenced by action, attitude, speech & behavior.
- The CM Director will have a passion for CM and to see families grow in their faith together.

Skills

- Ability to recruit, motivate, equip and schedule volunteer leaders to minister to children & families
- Ability to design and develop ministry programs
- Ability to teach in large and small group formats
- Effective overall communication skills (written, verbal & interpersonal)
- Ability to understand and relate to children and their families
- Ability to reach out and connect with families in the church
- Competent with basic computer software (Microsoft Office) and the capacity to learn new software

Responsibilities

General:

- Participates fully as a member of the New Hope leadership team for vision casting, ministry direction, and planning.
- Participates fully as a member of the ministry staff.
- Performs other responsibilities as assigned.

Leadership and Management

-Manages overall organization, design, and oversight of CM programs.

-CM programs include:

- Sunday School (9:30 and 11:00 services)
- Midweek Programming (Wednesday nights)
- VBS
- Summer Camp

-Oversees approval and management of childcare needs for all programs.

-Recruits, hires, trains, leads, schedules, and provides direction to volunteers and CM staff in all children's programs (newborn through 6th grade.)

Shepherding

-Encourages and equips volunteers and staff in the ministry to actively pursue a growing relationship with Jesus Christ.

Curriculum

-Selects, evaluates, creates, and monitors overall curriculum.

-Prepares lessons and any supplemental supplies for volunteers.

-Trains volunteers and staff on curriculum and gives weekly instruction to ensure preparedness.

Administration

- Plans and coordinates yearly program calendar.
- Manages CM department budget.
- Maintains rosters, implements check-in procedures & tracks weekly attendance.
- Ensures that facilities are appropriate. This includes safety, functionality for programming, appeal to kids, appeal to parents, adequate amounts of space, etc.
- Creates and oversees policies and procedures to provide a safe, quality environment for children.

Communication

- Communicates vision and purpose of CM to the church family.
- Responsible for all communications of children's programs, events, and responsibilities to parents, children, staff, and volunteers.

Special Projects

- Responsible for teaming with other New Hope ministry departments to provide church-wide events targeting children, youth, and their families. Examples may include Easter, and Christmas weekend services.