**Job Description**

**Director of Children’s Ministry (Nursery—Fifth Grade)**

# **Principal Function**

The Children’s Ministry Director (CMD) will be responsible for overseeing the development and implementation of programming for the spiritual formation of children of Community Church, and equipping parents to fulfill their role as the primary spiritual leaders of their children. The CMD provides leadership, training, support and oversight to all Children’s Ministry (CM) staff, both volunteer and paid.

# **Personal Qualifications**

* Committed and growing Christ-follower (baptized as a believer)
* A passion for children, families and their spiritual development
* Ability to recruit, build and lead volunteer teams
* Creative and relevant leadership
* Passionate about the gospel and it’s transforming effect inwardly and outwardly
* An educational background which includes familiarity with curriculum and curriculum development
* A joyful team player

# **Job Qualifications**

* BA or BS in Children’s Ministry or Child Development preferred
* Previous experience in leading CM preferred
* Previous experience in recruiting, motivating, equipping, scheduling and overseeing people

# **Primary Duties/Responsibilities**

* Provide vision, strategy, and development for all CM programs (Nursery-5th Grade)
* Train, supervise and evaluate CM staff
* Recruit, equip, motivate, schedule and lead adult and teen volunteers
* Review, purchase and oversee the implementation of all curriculums
* Plan and implement summer Sunday CM programming, children’s and family events, and other CM special programs
* Work closely with Community Church’s Security Team to keep children safe
* Offer training and informational meetings for parents
* Manage all CM policies and procedures
* Oversee and maintain background check information for all volunteers serving CM programming
* Maintain intentional connections with children, parents/families, and volunteers (including lunches, phone calls, emails, visits, etc.)
* Update CM information through the website, app, bulletin, and parent emails
* Plan, organize, and lead the CM Baptism, Parent/Child Dedication classes, Bible Sunday and Salvation Celebrations
* Be actively engaged in greeting and interacting with children, parents, and volunteers at church and in the community
* Work alongside the staff in church-wide event planning, vision casting, and day-to-day needs
* Monitor and give account for all CM budgets, attendance, initiatives, and goals
* Oversee the visual aspects and usage of the children’s educational space
* Other duties as assigned

# **Secondary Duties/Responsibilities**

* Work closely with the MOPS program to provide support and policy training as needed
* Oversee the staffing of childcare for special programming, events, or classes/studies/small groups
* Attend seminars and conferences to stay current in children's programming and take volunteers and/or staff along when possible

## **Reporting Structure**

* The CMD will report directly to the Senior Pastor
* This person will be expected to attend weekly staff meetings
* This person will attend weekly Pastor/Director meetings