

Director of Children's Ministry
Job Description
Revised October 2017

Position Summary

The Director of Children's Ministry gives leadership in accordance with the overall vision of spiritual development for children birth through 5th grade at OSEFC. He or she accomplishes this through oversight and coordination of all areas of children's ministry. Though gifted to work with children, the key skills for this position are training church members to minister to children, coordinating volunteers, and encouraging parents to be the primary disciplers of their children.

Accountability

The Director of Children's Ministry reports directly to the Senior Pastor. He/she works closely with the Nursery Director, AWANA Commander, and Children's Church Director (all committed volunteers).

Responsibilities

Children's Ministry

- 1) Lead and support the Nursery Director, Children's Church Director and AWANA Commander in the following ways:
 - Help determine curriculum
 - Help to recruit and train workers
 - Be a visible presence and point of contact for families
 - Assist in setting calendar of events and scheduling of volunteers
 - Promote key events through special mailings, social media, and church bulletin
 - Assist with some opening, greeting, and set-up of ministries
 - Volunteer in these ministries where possible (especially to become acquainted with children and families as well as evaluating ministries in action to determine any improvements that may be made)
 - Lead 2-3 meetings per year with this team for prayer, encouragement, and planning
 - Maintain database with children's information
- 2) Coordinate Sunday School classes for children
- 3) Plan special outreach events at key times such as Christmas and/or Easter
- 4) Lead summer outreach ministry
- 5) Ensure each volunteer has a copy of the Child Care Guidelines and understands them. Also ensures all children's ministries operate according to approved policies and procedures.

Staff

- Care for families of the church

- Attend the weekly staff meeting (if available)
- Make himself/herself available for meetings with church families as necessary

Qualifications

- A clear Christian testimony, along with evidence of growth in grace
- Enthusiastic affirmation the EFCA statement of faith
- Alignment with the church's purpose, commitments, and values
- Willingness to lead others under the leadership of the Senior Pastor
- Possess strong communication and coordination skills
- Experience or aptitude in working with children (formal education preferred)

Hours & Compensation

The Director of Children's Ministry is a 10 hour per week position. Compensation is negotiable.