

Central Christian Church
POSITION DESCRIPTION
Children's Ministry Director

Summary

The Children's Ministry Director is a part-time position responsible for ensuring that the ministry to children from birth through 5th grade and their parents aligns with the beliefs, values, and strategy of Central Christian Church which is part of the Christian Church Restoration Movement. The Director will be able to mobilize volunteers to provide a safe, caring environment where kids experience the love of Jesus.

Essential Duties and Responsibilities

Safety

- ❖ Implement and monitor check-in/out for children's ministry programming.
- ❖ Establish and maintain department policies and emergency procedures.
- ❖ Create welcoming and safe classroom environments.
- ❖ Responsible for ongoing implementation of CCC's Child Protection Policy.

Structure

- ❖ Will be supervised by the Senior Minister.
- ❖ Will work Wednesday nights, Sunday mornings, and other days as needed.
- ❖ Timely submit a monthly newsletter including announcements of children's activities.
- ❖ Make visits to prospective members as appropriate.
- ❖ Shepherding and pastoral care for the children and their immediate families as needed including discipling children as they express interest in baptism.
- ❖ Fundraising as deemed appropriate to subsidize the budget.
- ❖ Organize, plan, and coordinate weekly ministry programming on Sundays and Wednesdays.
- ❖ Oversee curriculum selection and implementation.
- ❖ Construct and manage the Children's Ministry budget.
- ❖ Maintain adequate supplies and ensure classrooms are prepared for programming.
- ❖ Communicate vision and direction to volunteers, church members, and church leadership.
- ❖ Attend weekly staff meetings and monthly board meetings.

Staffing

- ❖ Supervise Children's Ministry Assistant, Nursery Coordinator, and Nursery Assistant. These responsibilities include administrative oversight of employees, evaluating performance, counseling supervised employees, addressing complaints, attempting to resolve issues, and consulting with the Senior Minister and Personnel Committee when further action may be necessary.
- ❖ Recruit, train, and encourage volunteers.
- ❖ Manage schedule for paid and volunteer staff to ensure adequate adult/child ratios.

Special Events

- ❖ Organize and facilitate special events.
- ❖ Plan and coordinate summer day camp.
- ❖ Assist volunteers with the annual Back to School benevolence program.

Relationships

- ❖ Display a Christ-like attitude in dealing with staff, church members, and others alike.

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Qualifications

- ❖ A member of the Christian faith.
- ❖ Good knowledge of the Bible, Old and New Testaments
- ❖ Ability to teach children demonstrated through experiences e.g. Sunday school, church programs, etc.
- ❖ A “team player” with congenial leadership qualities
- ❖ An optimistic, loving attitude toward children.
- ❖ They must be spirit-filled and led by the Lord.

Education and/or Experience

- ❖ A college degree or equivalent work/volunteer experience is desired, preferably with an emphasis on the development of children.
- ❖ Demonstrated skill in working with children.
- ❖ Strong organizational skills.
- ❖ Continuing professional development is encouraged and supported.

Language Skills

- ❖ Ability to compose written articles and reports understandable to anyone.
- ❖ Ability to effectively present information to people from all walks of life.

Computer/Equipment Skills

- ❖ A basic knowledge of personal computers and associated software is desired.

Mathematical Skills

- ❖ Able to manage finances in spending designated church monies within a prescribed operating budget.

Reasoning Ability

- ❖ Ability to apply common sense understanding to carry out instructions in written and oral form.

Physical Demands

- ❖ While performing the duties of this job, the employee is regularly required to talk and listen. The employee must be able to sit and stand, write and handle documents, and interact with children. They may have to lift heavy or unbalanced objects.

Work Environment

- ❖ While performing the duties of this job, the employee will be in an area that may have a high noise level.

APPROVALS

Personnel Committee Chairman

Date

Chairman of the Board

Date
