

Children's Ministry Director Job Description

Education and Experience:

Preferred college graduate with at least one year of experience in Children's Ministry, Youth Ministry, or a related field and a passion for children. Ability to communicate easily with adults and children, good organizational skills, and adaptability to changing situations. Computer competency in a variety of applications.

Overall responsibilities:

This position is under the supervision and direction of the Executive Pastor and serves as a leader and resource in coordinating and executing children's Christian education ministry for infants through 5th Grade. All duties and responsibilities will be performed in a manner that glorifies Christ and furthers Connect's mission and ministry purposes. This position will adhere to church-approved guidelines outlined in the Connect Bylaws and Policies and Procedure Manual.

Specific Ministry Related Duties:

- Build effective volunteer teams to carry out Connect's mission, vision, and values.
- Develop policies and programs that meet the identified needs of the Children's Ministry.
- Develop a ministry structure to facilitate communication, planning, and implementation of Children's Ministry programs.
- In times of need, such as hospitalization, emergencies, family death, etc., be readily available to visit or counsel.
- Classroom Preparation:
 - Communicate needs or changes within the classroom and other policies involving children.
 - Coordinate and select age-specific curriculum and program activities for infants – 5th grade.
 - Empower your volunteers with the curriculum and supplies needed each Sunday on time.
- Plan and supervise Children Ministry-related outreach events within the community.
- Communicate information about upcoming programs and special events to staff and communications coordinator to promote through flyers, e-news, website, etc.
- Oversee and coordinate mid-weekly Children's ministry programming.
- Work with ministry staff to coordinate special children's worship programming and events.
- Serve as a contributor to the Next Gen Strategic Planning Team.
 - Conduct planning meetings and provide periodic training sessions for leadership teams and families.
- Participate actively in monthly planning and information meetings with the Student Pastor and Preschool Director.
- Serve as a contributor to the WinShape Concord Leadership Team.
- Invite people to volunteer in the ministry regularly and ensure proper vetting and training of volunteers.

- Prepare the budget/spending plan for infants – 5th grade.
- Organize and lead the Club 45 (4th & 5th grade) Summer Camp.
- Cooperate with all Pastors, Elders, and other staff members to promote Connect's entire ministry plan and a team effort in accomplishing related results.

Other Ministerial Duties

- Be a visible image of Connect in the community.
- Lead and teach Connect groups and Bible studies as appropriate.
- Maintain a vital and growing personal walk with the Lord through committed Bible study and prayer.
- Maintain proper priorities in your home.
- Develop personal evangelism opportunities within and outside the church.
- Financially support the ministry of Connect by faithfully giving and maintaining wise stewardship practices.
- Other duties as necessary to promote the ministries of Connect.

Questions and/or Applications: please submit to Cris Rury, Executive Pastor
crury@connectchristianchurch.org