**Children’s Director Job Description**

**Lilburn Christian Church**

Lilburn Christian Church, a congregation of approximately 200, is seeking a Children’s Director (CD) to lead nursery thru fifth grade. The CD will work closely with the Lead Minister, Associate Minister, and Elders in charting the course for the future of the children’s ministry. A Candidate must be an immersed believer in Christ and fully support the beliefs of the Church as outlined in our belief statement on our website, [www.lilburnchristianchurch.org](http://www.lilburnchristianchurch.org). LCC is looking for someone who feels a definite call to ministry with children and a strong desire to serve Christ.

The primary responsibilities of the CD are best characterized as teaching, leading, and organizing the children’s ministry in a multicultural church family and community. The CD will help organize the nursery, preschool, and elementary Sunday school classes and Wednesday programs, working with volunteers to ensure teachers are in place and trained for each age group. The CD will report directly to the Lead Minister.

**Responsibilities include but not limited to:**

* Minister to LCC children, including those who do not regularly attend activities, by developing personal relationships with children and their parents or guardians
* Work with existing volunteers while recruiting and training new volunteers
* Responsible of overseeing the implementation of LCC Child Protection Policy to include background screening and training for leaders working with children, creating a welcoming and safe classroom environment
* When possible, network with other youth workers in the community and plan, or attend, area events with other ministries
* Oversee curriculum selection and implementation for Sunday school, Children’s church, and Wednesday evening classes for children
* Organize and oversee the recruiting of volunteers for children’s activities, e.g., VBS
* Create and lead an atmosphere that supports summer church camp, leading a week of summer camp for elementary aged children when/if possible
* Lead baby dedications during worship services as needed
* Oversee and implement follow-up process for visitors
* Attend weekly staff meeting if possible
* Help manage the children’s ministry budget
* Attend church functions and be a cheerleader and champion for the children’s ministry

**Abilities and Skills**

* Able to teach and relate to children very well
* Develop adults and students to assume leadership roles within the children’s ministry
* Relate to others, including adult leaders, children, and parents as well as other ministers and elders in the congregation
* Provide objective solutions to concerns and inquiries
* Effective at time management and multitasking
* Problem solving skills
* Excellent verbal, written, and oral communication skills
* Continuing professional development is encouraged and supported
* Solid understanding of the Bible and historically orthodox theologically
* Leadership and delegation skills
* Competent in and comfortable with using technology, social media, MS Office, etc.
* A bachelor’s degree in education/ministry or equivalent (strongly preferred but not necessary)

**What the Church will provide**

* Financial compensation: a salary commiserate with experience and education will be set by the Elders
* Prayer support: Our Congregation and Church leaders will pray for and encourage the CD. The AM will be seen as an important and loved part of the congregation.
* Assistance and Support of other Church Leaders: The Lead Minister, Youth Minister, and Elders and other Staff will be a part of a team with the Children’s Director.
* Continuing educational opportunities: the Church will help provide time and resources for the Children’s Director to participate in seminars, retreats, classes, etc., which can be of benefit to the CD