



Children's Ministry Director

DEPARTMENT:	Children's Ministry
REPORTS TO:	Elder of Youth and Children
FLSA STATUS:	Non-Exempt
EMPLOYEE STATUS:	Flexible Part Time
WORK HOURS:	Up to 29 hours per week
SCHEDULE:	Varied
APPROVED BY:	Church Administrator

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

Summary & Purpose

The Children's Ministry Director will work with the Children's Ministry Team by providing oversight of, planning for and implementing a Children's Ministry. The Director will prepare for and oversee Sunday instruction, train teachers to appropriately use the curriculum, oversee volunteers and communicate with parents, teachers and church staff.

Key Areas of Responsibility:

- Provide leadership and broad oversight for Children's Ministry
- Prepare and communicate guiding policies for Children's Ministry with the Children's Ministry team
- Prepare Budget and Manage expenditures within approved budget
- Work with Children's Ministry Team to pray for, plan for and implement a Children's Ministry.
 - Support families as they teach their children
 - To glorify God
 - Live holy lives
 - Love and serve God and others joyfully
 - Choose and/or develop curriculum to achieve the above goals
 - Plan appropriate ongoing programs, special activities and procedures for Children's Ministry
 - Strategically evaluate goals, plans, programs, and procedures with the Children's Ministry Team, parents, and Elders to align the Children's Ministry with the vision of the Grace
 - Oversee the continued instruction and edification of the Children's Ministry Team
 - Bi-annual conferences, retreats, training, etc.
- Prepare for and oversee Sunday Children's Ministry programs and activities
 - Sunday curriculum preparation
 - Set up for Sunday morning activities

- Arrange for clean up
- Work with Children's Ministry team to oversee child care for the Lord's supper service
- Prepare teachers to appropriately use the curriculum
 - Work with Children's Ministry Team in understanding the scope and sequence for Children's Ministry curriculum
 - Evaluate curriculum on an ongoing basis
 - Update curriculum as needed
 - Order needed curriculum and supplies
- Oversee Volunteers
 - Oversee recruitment of teachers and assistants to cover Sunday morning activities
 - Work with Children's Ministry team to ensure that volunteers have completed application and screening process
- Communicate with parents, teachers, and volunteers as needed
- Communicate with church staff
 - Attend church staff meetings
 - Communicate with Campus Services regarding care and maintenance needs
 - Communicate with office staff about Children's Ministry activities
 - Communicate with Office Staff about Children's Ministries promotion and publishing needs.
- Playground oversight
- Maintenance and upkeep of rooms and equipment
- Procure and organize and supplies
- Manage and maintain children's check-in system

Knowledge, Skills & Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills

- Organizational and administrative skills
- Computer proficiency required. Mac experience preferred
- Working knowledge of Word, Excel, Social Media, G Suite and Gmail

The Children's Ministry Director should:

- React calmly under pressure,
- Work, well with people, and
- Have the desire and ability to work with a team.

Faith & Membership

Maintain a lifestyle with sound Christian principles and those established by Grace. Participate in the spiritual growth, development, care and support of other employees interacting with this position. The Children's Ministry Director should be in enthusiastic agreement with Grace Evangelical Free Church ministry values, and exhibit a love for the Lord.

The Children's Ministry Director will be a member in good standing at Grace Evangelical Free Church. If not a member when called by the Church, he/she will complete the process as soon as possible based on the membership class schedule.

Education and/or Experience

The Children's Ministry Director should have a bachelor's degree as well as background in teaching and experience in teacher training and working with children in a church setting.

Language Skills

Ability to process information well, edit documents accurately, and create instructional materials as needed.

Reasoning Ability

Advanced analytical skills, ability to brainstorm various problem-solving situations and communicate clear presentations from complex information.

Certificates, Licenses, Registration

Current State of California Drivers License

Working Conditions

Work is normally performed in a typical interior/office work environment.

Ability to safely lift 20 lbs.

No or very limited exposure to physical risk.

Church Administrator Approval		
_____	_____	_____
Printed Name	Signature	Date

Employee Acceptance		
_____	_____	_____
Printed Name	Signature	Date