



**COMMUNITY CHURCH**

<b>Job Title:</b>	Director of Children’s Ministry	<b>Job Category:</b>	Non-Exempt
<b>Location:</b>	Midway	<b>Travel Required:</b>	
<b>Reports to:</b>	Women’s Ministry Director	<b>Position Type:</b>	Part Time – 20 hours/week

**Job Summary:** The Director of Children’s Ministry is responsible for ministry programming for newborns through 5<sup>th</sup> grade with an emphasis on sharing Christ with every child and helping them grow spiritually.

**Job Duties:**

- Develop, lead, and manage all aspects of our children’s ministry in alignment with New Life’s vision and goals.
- Establish and maintain a security system that protects children while in the church’s care; maintain a safe atmosphere for children.
- Provide discipleship for children; ensure that all curriculum used by the children’s ministry is consistent with the church’s doctrinal commitments.
- Ensure that all administrative duties relating to the children’s ministry are completed; manage the distribution and allocation of curriculum and supplies.
- Establish and maintain positive and healthy relationships with children and their families; communicate consistently with parents/guardians.
- Plan and oversee special events related to children and families, including vacation bible school, fall festivals, Christmas, etc.
- Coordinate recruiting, scheduling, and training of volunteers; pray for children’s ministry volunteers; ensure that all volunteers are screened.
- Encourage and support all volunteers; conduct regular meetings with team leads.
- Maintain a team atmosphere among the volunteers; plan fellowship opportunities; model a contagious attitude of enthusiasm, friendliness, and fun.
- In consultation with Midway leadership, develop an annual budget for the children’s ministry and operate within that budget.
- Attend regular staff meetings; communicate children’s ministry activities through periodic reports.
- Make evaluations and recommendations for new needs, interests, and resources for the children’s ministry.
- Rotate into Sunday service regularly so you do not become personally disconnected to the flow of the church.

**Skills/Qualifications:**

- Must be an active member of the location with strong ties to New Life’s mission and vision.
- A distinguishable relationship with Jesus Christ.
- A bachelor’s degree in a child related field; or equivalent experience.
- 2 years of experience in motivating/leading volunteer teams.
- A passion for creating an excellent worship and discipleship experience for children.
- Strong leadership skills.
- Adequately organized and detail oriented.
- Reliable and self-motivated.