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| Job Title: | Children’s Ministry Director | Job Category: | Non-Exempt |
| Location: | Norridge | Travel Required: |  |
| Reports to: | Location Pastor | Position Type: | Part Time (15-20 hrs/wk) |
| Job Summary: The Children’s Ministry Director is responsible for ministry programming for ages 3 through 5th 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 Norridge 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 vision and values. * 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. | | | |