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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.
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