



## **PART-TIME CHILDREN'S MINISTRY DIRECTOR**

The role of the part-time Children's Ministry Director is to provide leadership, development, and direction for the Children's Ministry as it pertains to the vision and mission of Faith Community Christian Reformed Church.

### **JOB DUTIES INCLUDE:**

1. Responsibility for the oversight and leadership of the children's ministries that include: Infant nursery, Children's Worship, KidsSpace, Hayloft, Vacation Bible School (VBS) and all other special programs/events. Liaison to Gems and Cadets programs.
2. Choose and direct the curriculum for all children's programs (age birth – 6<sup>th</sup> grade).
3. Recruit, train, pray for, and involve new children's ministry volunteers including:
  - Children's Worship Program
  - Children's Sermon
  - Nursery
  - KidsSpace
  - Vacation Bible School (VBS)
  - Gems & Cadets Programs
4. Responsible for the ministry's schedule of volunteers and adherence to the Safe Church Policy.
5. Effectively manage the ministry's budget.
6. Ensure that children's ministry facilities well-kept and decorated appropriately.
7. Coordinate the ordering of supplies such as: curriculum, crafts, snacks, first-aid, etc.
8. Update the ministry's section on website.
9. Communicate consistently with parents.
10. Find new ways to expand the Children's Ministry program and generate excitement.
11. Participate in weekly church staff meetings, if possible.

### **OTHER GENERAL EXPECTATIONS INCLUDE:**

- Should always exhibit professionalism, demonstrated by an approachable and kind demeanor.
- Should be creative, charismatic and caring.
- Should be ever conscious of the need for confidentiality; exercise discernment and judgment.
- Should be a person who gives extreme attention to details with an eye for excellence.
- Should be a self-starter, good at multi-tasking and prioritizing projects.
- Endorse and support the local church and its mission.
- Maintain personal spiritual development through Bible reading, prayer, and community.
- Be punctual and attend all required events and activities.
- Solve and resolve problems in a resourceful, Christ-like manner.

### **REQUIREMENTS:**

- Experience in children's curriculum development and/or management of children's programs.
- Experience working with children age birth-6<sup>th</sup> grade.
- College degree preferred.
- Clearance of criminal background screening (ongoing).

### **PART-TIME POSITION: VARIABLE & FLEXIBLE HOURS**

**ANNUAL SALARY: \$12,000**

**RESPONSIBLE TO: SENIOR PASTOR**

**APPLY TO: FAITHCCHR@GMAIL.COM**