

Children's Ministry Director Job Opening

Summary: The Children's Ministry Director will use his/her gifts, talents and skills to help the Pastor of Youth and Family Ministries design, implement and direct the Children's Ministry of Grace Community Covenant Church (infant through 5th Grade). This role will recruit, train, resource, and oversee Children's Ministry staff and volunteers specifically in regards to Sunday School, weekly worship, special events (i.e., Vacation Bible School), and service to others.

Accountability: The Children's Ministry Director is an employee of Grace Community Covenant Church. He/she reports to the Associate Pastor of Youth and Family Ministries. He/she is expected to accept the central beliefs of the Evangelical Covenant Church; to comply with all policies and procedures adopted by the Leadership Team, and to support the ministries and activities of the church.

General Responsibilities:

The Children's Ministry at Grace exists to provide a place where all children can know, understand, and grow in God's love. It is understood that building and maintaining positive relationships with children is an essential part of all Children's Ministry activities.

1. Introduce preschool and elementary age children to a living Savior, our Lord Jesus Christ, through teaching Christian truths of the Bible.
2. Encourage preschool and elementary age children to have a personal relationship with Jesus and to nurture a growing and dynamic faith by teaching them the basic disciplines for Christian growth including but not limited to prayer, worship, Bible study, fellowship, and service.
3. The Children's Ministry Director will be responsible for all aspects of the Children's Ministry program. Delegation of responsibilities assumes that the Children's Ministry Director will continue to be knowledgeable of all matters pertaining to children and will provide direct guidance into the planning and implementation of the program.
4. Plan personal time for spiritual growth. Spiritual growth and soul care is a foundation for our staff. We want you to feel supported, be involved in a Bible study or small group, be able to receive feedback, and experience spiritual nurturing. The goal is to have enough volunteers on Sunday mornings, that the Children's Ministries Director will be able to attend corporate worship at Grace at least twice a month.

Specific Responsibilities:

- Along with the Associate Pastor of Youth and Family Ministries, assess the needs of children, families, and teachers to develop programming related to the mission of Grace Community Covenant Church.
- Help the Associate Pastor of Youth and Family Ministries research and secure appropriate Bible-based curriculum and oversee its proper use. Survey, study, and analyze available curriculum resources, workshops, conferences, trends, and training opportunities in children's Christian Education. Attend seminars as appropriate to keep current.
- Recruit, interview, and train all teachers, substitutes and volunteer staff. (It is understood that the Children's Ministry Director will also be involved in teaching Children's Ministry classes.) Provide leadership and direction at regular planning meetings that include opportunities for training, spiritual growth, and appreciation.
- Recruit, interview, and train all potential greeters, check-in staff, childcare workers (paid and volunteer) and other Children's Ministry volunteers.
- Oversee policies and procedures for managing and reviewing background checks for all involved with the Children's Ministry program.
- Work with Children's Ministry staff, volunteers, and others in ministry to ensure all are knowledgeable and adhering to the Protection and Abuse, Safety and Security Policies, and Childcare Guidelines. The Children's Ministry Director will regularly evaluate child-related policies, taking steps to update them periodically and to recommend new policies when needed in conjunction with the Associate Pastor of Youth and Family Ministries.
- Maintain communication and encouragement with parents of preschool and elementary age children through (including but not limited to) email, newsletters, mailings, and phone calls. Will hold informational meetings for parents as needed.
- With input and direction from the Associate Pastor of Youth and Family Ministries, provide an annual Children's Ministry budget recommendation to the Lead Pastor and/or Leadership Team. The Children's

Ministry Director will be responsible for overseeing the approved Children's Ministry budget; he/she will oversee all ministry specific purchases, distribution, and use of all equipment and supplies for Children's Ministry programming.

- Pray regularly for Children's Ministry staff and volunteers.
- Report to the Leadership Team upon request updating them on ministry goals, objectives, and/or work related activities.
- Communicate regularly with other ministry leaders with related programming (Associate Pastor of Youth and Family Ministries, area Children's Ministry Directors' Network, etc.).
- Attend all staff meetings.
- Keep a current database for children and volunteers at our church.

Work Schedule: This is a full-time 40-hour per week position.

Compensation: Commensurate with qualifications.

Requirements of the position: A spiritually mature Christian with a strong desire and ability to minister to the needs of children. A preferred candidate has:

- An advanced degree (or is near completion)
- Previous Children's Ministry experience
- Experience leading groups including children, youth, and adults
- Good communication and interpersonal skills
- Ability and experience in faith sharing
- Success in recruiting and training volunteers
- Knowledge of available Christian Education curricula and teaching resources
- Experience and knowledge of legal responsibilities in working with children and youth

Posting period ends when position is filled.

To apply, email a copy of your resume to jobs@accessgrace.org.