

Children's Ministry Director

Role: Manage and lead the Children's Ministry staff and volunteers to maintain and further develop the Children's Ministry program consistent with the vision at Redeemer Montclair.

Reporting: Reports to Pastor of Family & Youth

Qualifications:

- Mature Christian committed to PCA doctrine
- Love for children and passion to reach the next generation
- Congregational member of Redeemer Montclair
- Very organized and detail oriented
- Good communication skills
- Strong leadership and management ability to lead and motivate staff and volunteers
- Experience caring for & teaching various children's ages (birth – 5th grade)
- Creative and innovative

Major Responsibilities:

- Oversee Children's Ministry staff (Program Coordinator, Sunday Supervisors, Babysitters)
 - Assist Program Coordinator to implement classroom teaching program
 - Train and oversee Sunday Supervisors to manage Sunday morning logistics, to be the public face of the Children's Ministry, and to manage Babysitters
 - Manage Children's Ministry babysitters: hire, train, security checks, and schedule
- Maintain current Children's Ministry programs and develop further programs in keeping with the Children's Ministry purpose.
- Manage administrative duties, such as annual student promotions, manual updates & policy changes, newsletters, quarterly volunteer scheduling & conflicts, curriculum management
- Recruit and train volunteers
- Maintain and manage supplies and logistics
 - Maintain needed snacks, supplies & equipment for classrooms
 - Maintain storage space organization
 - Oversee Sunday morning logistics for children's ministry
- Volunteer in classrooms
- Ensure that Nursery receives appropriate weekly oversight from the Sunday Supervisor
- Serve as Sunday Supervisor

Employment Classification: Part-time Hourly, Non-exempt

Work Schedule: 8- 12 hours; flexible hours
Monthly staff meetings and 2x monthly meetings with Assistant Pastor required

Children's Ministry Program Summary

Core CM Program (Birth - 4th grade):

Description:

- Roughly 45 min during the service
- Maintains program with good management and safe policies
- Use of GCP curriculum
- Maintain volunteers base with basic instructions
- Maintain supplies and equipment for classrooms
- Upgrade policies as necessary
- Curriculum Management

Comprehensive CM Program (Birth – 5th grade):

Description:

All of the above plus the following:

- Views program as part of Youth ministry and an important foundation of biblical training.
- Seeks to partner with parents to train up children in the Lord.
- Use of GCP curriculum with additional resources provided to teachers
- Enhance program with extras:
 - Teaching aids and resources
 - Memorization program
 - Songs
 - Crafts
 - Special seasonal projects
 - Special events: worship service participation, picnics....
- Maintain and develop a 1-4th grade program for students during adult ed (student program currently called KCLICK [Kids Learning In Christ's Kingdom])
- Teacher training & teacher appreciation
- Coordinate Fall semester "Ready 4 Worship" Class, in conjunction with Assistant Pastor

Leadership Structure:

- Children's Ministry Director: 8-12 hours/week
 - o Program Coordinator: 40 hours/quarter
 - o Sunday Supervisor: 2 hours/week