

New Life Fullerton

## **CHILDREN'S MINISTRY DIRECTOR**

### **Job Description**

**Summary:** Provide relational, spiritual, and logistical leadership to New Life Fullerton's children's ministry (ages nursery-6<sup>th</sup> grade).

**Job Type:** half time, 20 hours/week

### **General**

- Create a grace-filled, enthusiastic learning environment
- Serve as a welcoming presence for regular and new parents and their children
- Work with Pastor and session to form practical strategies based on New Life Fullerton's vision and philosophy of ministry

### **Weekly responsibilities:**

- Prepare and present a short devotional for children's service
- Coordinate logistics of children's ministry service and Sunday school (including songs, slide presentations, substitute teachers, etc.)

### **Administration & Communication**

- Schedule Sunday volunteers each quarter
- Order and distribute curriculum materials each quarter
- Facilitate weekly communication with parents regarding lesson/activities
- Serve as communication "hub" between Pastor/session, Parents, and Members
- Maintain and re-order basic teacher/lesson related supplies
- Maintain class rosters and updated directory
- Review and implement child protection policies/practices
- Participate in staff meetings as necessary

### **Supervision, Teaching & Training**

- Provide oversight of all class teachers/assistants
- Perform periodic review of curriculum effectiveness with input from teachers and parents
- Create systems for traffic/flow, ensuring that ministry space is safe, organized, effective; direct support staff and volunteers in setting up of rooms
- Prepare/teach lesson as a substitute when needed
- Lead adult training/equipping meetings; routinely encourage teachers and members/volunteers

## Parent/Family Liaison

- Develop supportive, collaborative relationships with parents of children
- Coordinate with pastor and session when parent support, child development, and discipline needs arise
- Provide necessary support to families to assist in the spiritual nurture of children at home

## Special Events

- Plan and implement childcare/activities for church-wide events as needed
- Plan, coordinate, and implement special events for Children's ministry (e.g., holiday events, VBS, etc.)

## Qualifications

- Prior experience with local church children's ministries required
  - Degree from a Reformed Seminary with strong convictions for reformed theology and ministry
  - Strong leadership and interpersonal communication skills with adults and children; personable demeanor and relational style
  - Strong administrative, organizational, and problem-solving skills
  - Flexible, able to adapt quickly within a growing (i.e., changing) church environment
  - Embraces and is able to articulate New Life Fullerton's vision, particularly as it relates to children's ministry
  - Background check required; experience in infant/child CPR certification preferred;
- Hours:** 20 hours/week **Pay:** Available upon request **Start date:** Immediate