

# Position Description for the Children's Ministry Director (Full-time)

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## I. Position Summary

The Children's Ministry Director (CMD) will report to the Pastor of Youth and Children (PYC), Drew Wilkins. The CMD will coordinate all activities on Sunday mornings and special occasions for children from birth through fifth grade. The goal of this position is the conduct of ministries that are adequately staffed and that facilitate the safety and spiritual growth of the children.

**The CMD must be an energetic, organized, and effective communicator who will interact with church officers, staff, volunteers, and families.**

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## II. Anticipated Timeline

Applications are accepted through April 14, 2019 for a projected start date of May 1, 2019.

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## III. Key Responsibilities

### *In Conjunction with the PYC*

- Recruit new volunteers for children's ministry while encouraging current ones.
- Organize and choose curriculum.
- Prepare and manage budget for children's ministry.
- Manage the background check procedure.
- Conduct relevant portions of teacher/volunteer training as needed for the ministry area.
- Evaluate with the diaconate best practices for the safety of Trinity Park children.
- Meet quarterly with the logistics team to regarding best setup practices.
- Meet with the PYC weekly or bi-weekly.
- Attend weekly church staff meetings and meet otherwise with staff as needed.
- Supervise the Assistant Children's Coordinator (ACC) and Children's Ministry Workers (CMWs).

### *In Conjunction with the ACC*

- Procure weekly supplies: snacks, crafts, etc.
- Create and manage the nursery and children's ministry volunteer schedule for Sunday classes from birth through fifth grade.
- Send lessons to teachers at least one week ahead of time.
- Greet parents and visitors/guests on Sunday mornings and answer relevant questions.

- Alternate Sundays in the Children’s Ministry area on Sundays to be present at worship.
- Organize children’s ministry events such as at Easter and Christmas and promote them through multiple communication channels.
- Arrange childcare for special events or adult-only meetings (e.g., Visitors’ Lunch).

*In Conjunction with the ACC, CMWs, and Volunteers*

- Assist families with the Sunday morning check-in process for children.
- Prepare classrooms for each Sunday to create a space that supports Christian growth.
- Maintain the wellness and safety requirements detailed in the child health and protection policy—particularly regarding adult-to-child ratios, cleaning toys, and sick children.
- Repair or replace toys and equipment as necessary.
- Respond with individual attention when families present unique situations.

*Eventual Goals for Children’s Ministry*

- Coordinate with members to accommodate special needs and disabilities.
- Launch a pre-worship educational hour (Sunday school) in 2020.
- Organize a summer children’s outreach and education program (vacation Bible school).

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**IV. Position Requirements**

*Spiritual Maturity*

- Reveal growing faith in Jesus Christ as personal Lord and Savior by the fruit of the Spirit, actions, lifestyle, and quality in present and past relationships.
- Display a servant’s attitude towards God and others while working within a team to fulfill Trinity Park’s vision and mission.

*Skills and Qualifications*

- Demonstrate a distinct desire to work in children’s ministry to serve God and His kingdom.
- Have strong sense of organization and hospitality.
- Respond swiftly with grace and wisdom to make changes when problems arise.
- Show experience in working with children from birth through fifth grade.
- Pass a criminal background check.

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## V. Compensation & Benefits

- This is a full-time position requiring roughly 40 hours per week. While most of the working hours do not take place on Sunday mornings, the work done on Sunday mornings is the focal point of the position. Availability via regular hours at the Trinity Park office is expected.
- Salary is based on experience, and the pay cycle is monthly.
- This position includes insurance and a modest ministry expense account.
- The person filling this position will be given 4 paid hours per month to spend with the Lord for the purpose of maintaining spiritual health.
- Vacation time for this position is 3 weeks/year and requires coordination well in advance with the PYC.
- Vacation will also be given on 8 major holidays of the year (New Year's Day, Good Friday, Easter, Independence Day, Labor Day, Thanksgiving, Christmas Eve, and Christmas) except when duties during corporate worship take precedence.