

Trinity Park Church

The Children's Ministry Director Full-Time Position Description

At Trinity Park Church we believe that childhood matters, and so we seek to engage our children and families such that they may be grounded in relationship with Jesus Christ and nourished through the equipping of his Word to meet all of life with freedom, boldness, and joy in his gospel.

Please send a cover letter and resumé to Megan, our Office Administrator:
megan@trinityparkchurch.org.

Position Summary

The Children's Ministry Director (CMD) will report to and operate under the vision and direction of the Pastor of Youth & Children (PYC), Drew Wilkins. The CMD will coordinate all Children's Ministry elements on Sunday mornings as well as special events for children from birth through fifth grade. The goal of this position is to assist TPC families in cultivating the spiritual health and development of our children through recruiting and equipping volunteers, designing, implementing, and evaluating programs, and teaching and equipping children, families, and volunteers. The CMD must be a kind, energetic, organized, and effective communicator who will interact with church officers, staff, volunteers, and families.

Anticipated Timeline

- Applications to be accepted through April 14, 2019.
- Projected start date as early as May 1, 2019.

Key Responsibilities

In Conjunction with the PYC

- Recruit, vet, train, and encourage volunteers.
- Organize and choose curriculum.
- Ongoing implementation and evaluation of child protection policy and best practices for child safety.

- Prepare and manage budget for children's ministry.
- Meet quarterly with the logistics team regarding setup needs.
- Meet with the PYC regularly and consistently.
- Attend weekly church staff and other meetings.
- Supervise the Assistant Children's Coordinator (ACC) and Children's Ministry Workers (CMWs).

In Conjunction with the ACC & CMWs

- Organize and promote Children's Ministry events.
- Procure weekly supplies: snacks, crafts, etc.
- Create and manage the nursery and children's ministry volunteer schedule.
- Send lessons to teachers at least one week ahead of time.
- Welcome families and visitors on Sunday mornings, assisting with the check-in process.
- Trade alternating Sundays in the Children's Ministry area with the ACC so as to be present in worship every other Sunday.
- Repair or replace toys and equipment as necessary.
- Arrange childcare for special events or adult-only meetings.

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.

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.

Compensation & Benefits

- This is a full-time position requiring roughly 40 hours per week.
- Salary is based on experience.
- This position includes:
 - Insurance and a modest ministry expense account.
 - One payed day per month for the purpose of maintaining spiritual health.
 - Three weeks of vacation per year.