

Director of Children's Ministry Job Description
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Grace Mills River . www.gracemillsriver.org

Job Title: Director of Children's Ministry

Job Overview

This full-time position exists to direct and coordinate all aspects of children's ministry at Grace including: infant through 5th grade. The position is responsible for: recruiting and scheduling Sunday morning teachers, equipping and discipling them to teach, discipleship and invest in the lives of children and parents. It also includes encouraging and supporting parents as the primary spiritual teachers and leaders of their children and reaching out to children and families in the local community.

Relationships

- **Supervisor:** Director of Ministry
- **Supervision of:** PT Children's Ministry Assistants and Volunteer Sunday morning teachers
- **Collaboration with:** Director of Ministry, Lead Pastor, Communications Team, Ministry Leaders, Children's Ministry Advisory Team, Diaconate, Facilities Manager

Schedule

- **Average Weekly Hours / Time Required:** 40 hours per week / FT
- **Work Days or Off Days:** TBD
- **Required Meeting Attendance:**
 - Weekly Ministry Leader's Staff Meeting
 - Bi-weekly meeting with Director of Ministry
 - Monthly meeting with PT Children's Ministry Assistants (or as needed)
 - Monthly All Staff Meeting
 - Monthly meeting with CM Advisory Team
- **Job Location:** Children's Ministry office/hallway/classrooms, home

Key Focus Areas

- Recruit, equip, train, support, care, and communicate with CM teachers and volunteers
- Sunday morning age-appropriate Gospel classes birth-5th grade, support students & families in transition from 5th to 6th grade
- Oversee check-in system, safety/security issues and concerns within Children's Ministry
- Support and care for children and their families inside and outside of Grace Mills River
- Equip, provide resources and opportunities for parents to grow in their role as the primary spiritual leader in their children's lives
- Develop a plan in collaboration with Lead Pastor, Youth Director and appropriate leadership to create a curriculum or class for confirmation
- Plan and organize events to build community for children and their families inside and outside of Grace Mills River
- Prepare and manage annual budgets

Success Measures

- CM Sunday morning classes have equipped teachers to lead, teach the gospel and provide care for our children
- Teachers and volunteers build relationship with their students to know their names, parents' names, and current life issues in order to connect, encourage and relate life issues with the gospel
- New families feel welcomed; children and families have a positive experience engaging with classroom teachers, other children and learn about the gospel and Jesus's love for them which will grow the frequency of attendance and bring visitors back again
- Families and volunteers feel the freedom to approach and speak honestly to CM Director and staff about their joys and concerns, including request for prayer, help and/or follow-up
- Parents begin to feel equipped to guide their children as their primary spiritual leader

Skills & Traits Required

- A solid understanding of and growing dependence on the Gospel
- A solid understanding and ongoing study of the Bible
- Ability to communicate the Gospel to children birth to 5th grade and their families
- Experience in recruiting, equipping, and developing lay leaders to do ministry
- Experience in supporting, encouraging and challenging lay leaders in their spiritual growth especially as it pertains to teaching spiritual truths to children and their families
- Solid understanding of child development and curriculum development
- Relationally gifted to engage with children and families inside and outside of Grace
- Strong administrative skills and gifts to organize a large number of classes, teachers, volunteers, events and activities
- Computer Software: Google Docs, Word, Excel, Powerpoint, Publisher, Church Database (moving towards Planning Center Online)
- Ability to use (or learn) and troubleshoot technology that supports CM check-in and classes
- Character Traits:
 - Visionary/Creative/Innovative
 - Relational/Pastoral
 - Strong Communication Skills - verbally, non-verbally and written
 - Good listener
 - Discerning
 - Adaptable/Flexible/Teachable
 - Ability to Manage/Lead
 - Ability to Collaborate and Delegate
- Supportive of the vision and leadership in place at GMR
- Demonstrate a positive attitude, communicate and ask questions in an effective manner to resolve issues and conflicts
- Maintain a favorable work environment and a spirit of teamwork and collaboration to serve families and each other effectively
- Maintain confidentiality of employee, member, children's and visitor information, as appropriate, at all times
- Adhere to personnel policies and procedures
- Church Membership is required
- A background check is required for all CM staff, teachers and volunteers

Training Required / Provided

- Discipleship / Accountability: participate in regular (weekly or bi-weekly) discipleship group(s) and/or mentor relationship(s) for accountability and spiritual growth
- Go through gospel centered discipleship course (Sonship or other curriculum as approved by session)
- Attend weekly worship service
- Visit at least one church/children's ministry of same size/culture during the ministry year
- Meet with area children's directors 2-3 times per ministry year
- Renew First Aid/CPR bi-annually
- Attend one training during the ministry year pertaining to an issue in children's ministry (exceptional children, safety/security, team building, etc.)
- Read Children's Ministry magazine and other resources to stay on top of current curriculum, ideas, trends, and red flags pertaining to children's ministry regionally, nationally and globally

Education and Experience

- BA in Early Childhood Education, Elementary Education or equivalent degree preferred OR significant experience managing and directing a children's ministry program
- 3 - 5 years of experience preferred but not required

Please contact Allison Rickman, Director of Ministry at allison.rickman@gmail.com with a cover letter and resume.