



**Position Title: Children's Discipleship Director**

**Summary:** Direct the development and shepherding of adults (staff, volunteers, parents) to disciple children in such a way, that they grow to be Christ-changed, hope-filled, productive adults. Provide opportunities for *Trailhead* (infant to kinder) and *Base Camp* (elementary) children to grow as followers of Jesus through relational engagement, experiencing Christ's love through gospel-centered, holistic and varied curriculum and learning styles.

**Reports to:** Next Gen Discipleship Pastor (NGDP)

**Relates closely with:** Next Gen Ministries Team; Women's Ministries; Village Moms; Student Ministries; Adult Ministries; Worship Ministries

**Responsible for:** Children's Discipleship staff and volunteers

**Job Requirements:**

- Faith in Jesus Christ as the Son of God and Savior of Sinners and a growing relationship with him.
- A strong call to develop and shepherd adults to desire to disciple children in such a way, that they grow to be Christ-changed, hope-filled, productive adults.
- Love for children and a desire to see them grow in their faith.
- Church membership, which includes commitment to V7's vision and mission.
- Desire to grow in personal faith through faithful attendance in Sunday morning worship.
- Education and experience demonstrating the ability to support and nurture the holistic development of children birth through 5<sup>th</sup> grade.
- Adherence to policies and procedures outlined in the *Children's Ministry Handbook*.
- Commitment to excellence demonstrated by adequate preparation, organization, punctuality, creativity, and solid time management skills.
- A teachable spirit exemplified by participation in teacher training as offered.

**Responsibilities:**

- Report to/meet regularly with NGDP about *Trailhead* and *Base Camp's* cohesiveness with rest of *Next Gen Discipleship*.
- Coordinate and supervise all ministry needs (*Sundays, midweek, Village Moms, Women's Bible Study, and church-wide events*), developing and maintaining doctrinally sound programs in a welcoming, child-friendly, and safe environment.
- Work with the NGDP to clearly and regularly support, communicate, and equip *Trailhead* and *Base Camp staff* and volunteers the policies and procedures outlined in the *Children's Ministry Handbook*, meeting regularly with staff for encouragement, prayer, mentoring and feedback.

- Paid Staff Supervision
  - Interview, hire, and train all *Trailhead* and *Base Camp* paid staff.
  - Ensure that staff are properly:
    - Scheduled, including coordinating time sheets with admin office.
    - Trained (*including 1<sup>st</sup> Aid/CPR certified and Ministry Safe*).
    - Supervised as they clean toys, equipment, and laundry.
  - Event Staffing
    - Provide ministry leaders a reservation procedure to determine the number of children and their ages.
    - Provide adequate staff for all church-functions requiring childcare, also handling reservations for special church-wide events.
- Volunteer Recruitment
  - Assist the NGDP in promoting *Trailhead* and *Base Camp* in creative ways.
  - Recruit and coordinate volunteers from within the church membership.
  - Maintain appropriate adult/child ratios; prepared to teach/assist as needed.
  - Maintain volunteer reminder system.
- Administrative
  - Keep and maintain regular office hours.
  - Purchase and prep all *Trailhead* and *Base Camp* equipment and supplies (including snacks) within the children's discipleship budget.
  - Maintain and organize curriculum files and supply areas.
  - Create program rosters, recording attendance statistics - for space, staffing, supply needs, church office records, and appropriate mailings to families.
    - Use computerized check in system to maintain this information.
    - Take attendance and send reports.
  - Coordinate facility cleaning and equipment replacement with custodial staff.
  - Provide custodial staff with room set-up at least one week before any event.
- Work with the *Children's Ministry Team* to plan and implement family special events, conferences and summer programs (e.g., parenting/marriage conferences, VBS, etc.).

**Evaluation:** The NGDP evaluates this position annually. A written report is prepared of this evaluation and signed by the *CDD* and the NGDP. During the course of the evaluation, the Job Description shall be reviewed and needed alterations discussed.

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. It is intended to be a reflection of the principal job elements essential for making compensation and employment decisions.

**Time Required:** 45-50 hours per week