

Children's Ministry Director Job Description

Location: Chapin Presbyterian Church, Chapin, SC

Classification: Full Time Salary Position

Qualifications:

1. Passion for ministry to children and their families.
2. Strong desire to see children growing in their knowledge of God.
3. Growing relationship with Jesus Christ.
4. Detail oriented, creative, and organizes well.
5. Strong interpersonal and administrative skills.

Job Description & Responsibilities:

Essential Job Functions

1. Coordinate volunteer schedules for childcare (infant-6th grade).
2. Lead Children's Committee in collaboration with church leadership.
3. Plan yearly budget.
4. Communicate regularly with church leadership and families.
5. Pray for children, families, volunteers, and the church regularly.

Sunday School

1. Recruit teachers and volunteers for Sunday morning childcare.
2. Select curriculum and train teachers emphasizing child safety and security.
3. Order necessary materials, supplies, snacks, etc.
4. Communicate weekly with families through email and social media.
5. Prepare weekly children's bulletin.
6. Ensure all nursery and children's rooms are ready for classes.

Children's Ministry Programs

1. Recruit volunteers and plan curriculum for all programs, including Vacation Bible School, Kidzspot (Children's Ministry activities), and Gravity (5th-6th grade students).
2. Plan and coordinate Good News Club with local elementary schools.
3. Plan and coordinate special events for Christmas, Easter, and missions functions.
4. Coordinate and oversee childcare for Bible studies and special events when needed.

To apply, please send resume and cover letter stating what you enjoy most about children's ministry to secretary@chapinpres.com. Please visit www.chapinpres.org for more information about our church.