

**Children's Ministry Director
East Cobb Presbyterian Church**

Purpose Statement: To provide a nurturing and discipling environment for our covenant children and to support families in training their children in the faith, the position of Director of Children's ministry exists.

Commitment Statement: This position is critical to the nurture and discipleship of our covenant children and the support of our families. It should be staffed by a spiritually mature individual committed to growing in grace and living out their faith before the church. In addition, this person should be fully committed to the church's doctrine and vision statement.

Accountability Statement: This position is directly accountable to the Senior or Executive Pastor. Concerns should be brought to the immediate supervisor, but appeals can be made to the Administrative Commission of the session should that be necessary.

Requirements:

1. Must pass all appropriate background checks.
2. Must fully embrace the doctrinal standards and ministry philosophy of ECPC.
3. Demonstrate successful experience in nurturing and educating children.
4. Be able to work constructively in a team environment.
5. Possess strong interpersonal skills and a passion to develop loving relationships with God's people (especially children, parents, and volunteers).
6. Must possess above average skills in verbal and written communication.
7. Must possess strong organizational skills.
8. Maintain biblical deportment appropriate for church leadership.

Responsibilities:

1. Develop children's ministry according to the church's doctrine, vision statement, and ministry philosophy. (Gospel Kids and Nursery)
2. Recruit, schedule, train and equip volunteers needed for all children's ministries.
3. Institute and maintain our security process for all staff, leaders, and ministry volunteers (including interviews).
4. Assist and provide oversight for any additional children's ministry staff.
5. Work with volunteer staff to ensure that parents are directed to appropriate classes for children.
6. Welcome guest families and engage in their assimilation.
7. Create and manage Children's ministries budget in coordination with ministry philosophy and direct supervisor.
8. Ensure that ministry resources are fully stocked and organized to support volunteer ministry.
9. Keep complete records of children's ministry (number of participants, things tried, routines, etc.) which will allow ECPC to build on our experiences.
10. Coordinate worship materials for children as needed (kids in worship Sunday, etc.).
11. Maintain CCB (Church Community Builder) groups for each area of Children's Ministry to assist in the exchange of information.
12. Maintain the Children's Ministries page on the ECPC website.
13. Ensure that curriculum, resources, and programs are consistent with the church's theological position, ministry philosophy, and pedagogical commitment.
14. Work with East Cobb Christian School on space use and ministry facilitation.
15. Develop resources and training to aid Christian parents in their child-rearing responsibilities.
16. Work with the staff to fulfill whatever tasks are necessary for ministry success.

Weekly Expectations:

1. This position requires 35-40 hours a week. On campus and remote hours should be coordinated with immediate supervisor and posted to the staff schedule.
2. Sunday coordination is essential to managing the volunteer staff but can be managed through a team of volunteers.
3. Attend the staff meetings, Tuesdays weekly. Can be remote on occasion if required.
4. The primary responsibility is to ensure that the children's ministry (nursery to 5th grade) is staffed and ready for worship on a weekly basis.

Employee Handbook:

1. All staff must read the employee handbook and operate within its requirements and protocols.
2. According to the handbook, this position is a Regular, Exempt, full-time employee.
3. Please read the handbook and sign the "Handbook Compliance form" before beginning employment.
4. Full-time employment receives a significant school cost reduction with East Cobb Christian.

Salary: \$38k plus benefits (negotiable depending on ability and experience).

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