



731 BROOKHAVEN DRIVE | STE 200 | ORLANDO, FL 32803

Children's Ministry Director

Reports to:	Exec. Dir. Congregational Care	Staff Level	Part-time including Sundays
Held by:	Vacant	Compensation	Hourly (TBD)

POSITION OVERVIEW

The Children's Ministry Director is responsible for the contextualization and implementation of our mission within our congregation, particularly with parents and children, by cultivating ministry environments that will facilitate the calling of everyone to belong to Jesus, forming of disciples to be with Jesus, and sending of disciple-makers to become like Jesus. This particularly requires partnering with parents to plant and cultivate the seed of the Gospel in the hearts of our children through our congregational ministry CityKids. The role includes developing and leading volunteer leaders, paid child care workers, relevant environments, programs, events, and initiatives.

Our Mission: *To call, form, and send disciple-makers.*

ACCOUNTABILITY

- Lives in relationship with the staff of NewCity and reports to the Executive Director of Congregational Care.
- You will be expected to live like a faithful member of NewCity and grow in practicing NewCity's Common Rhythm and connecting with Jesus.

RELATIONSHIPS

- Relates to members as learner, listener, encourager, and equipper.
- Relates to volunteers as leader, equipper, and encourager.
- Responds to leadership of the pastors and Session.
- Participates regularly in the overall life of the church - living as a member of the church body that longs to serve and see Orlando and the world flourish through disciple-making.

RESPONSIBILITIES

OVERSIGHT

- Curriculum: Curate and implement a comprehensive and age-appropriate curriculum that aligns with the church's mission, values, and theological beliefs. This includes ensuring that the curriculum incorporates biblical teachings, stories, and practical applications suitable for various age groups within the children's ministry.
- Policy and procedures: Updating and adhering to child protection policies and state regulations to provide a secure and nurturing environment for all participants. And implement safety protocols and guidelines to ensure the physical and emotional well-being of children during ministry activities. Refer to NewCity's Handbook and online training.
- Leading CityKids staff weekly meetings for vision, values, and troubleshooting.
- Quarterly check-ins with Lead Teachers for care and discipleship.
- Communicate and interact with Executive and Facilities Teams anything related to CityKids.

SUNDAY MORNINGS

- Orchestrating a meaningful and well-organized Sunday morning experience for children, families, and volunteers alike. This includes our check-in process, classroom layout and logistics, volunteer and paid

worker coordination (managing absences), facility operations follow up, family worship guides, and classroom lessons and materials.

- Manage volunteer and paid worker absences (finding replacements, adjusting capacity, combining/closing classrooms).
- Act as “point person” for coordinators (serve as coordinator on rotation).

VOLUNTEER MANAGEMENT

- Recruit, train, and oversee volunteers for various roles within the children's ministry, including teachers, helpers, volunteer coordinators, and event coordinators.
- Recruit, train, and oversee paid workers for various roles within the children's ministry, including teachers and helpers.
- Provide ongoing support, encouragement, and training to volunteers and paid workers to ensure they feel equipped and confident in their roles. Refer to our online Classroom system.
- Create a welcoming and inclusive environment for volunteers, fostering a sense of community and teamwork.
- Oversee Volunteer Schedule and Roster (update changes on spreadsheet and PC).
- Communicate with volunteers regarding policy, events, updates, etc
- Review Volunteer Feedback Forms and respond accordingly.

FAMILY CONNECTION

- Communicate about events/updates through the CityKids group on the NewCity app.
- Respond to incident reports or discipline issues.
- Send welcome emails to new families.

SPECIAL EVENTS

- Plan and coordinate special events, programs, and activities for children and volunteers throughout the year, such as Easter, Volunteer Appreciation Banquet, CityKids Christmas Choir, and Promotion Sunday (HoeDown to Round Up).

QUALIFICATIONS

- Proven commitment to know and follow Jesus Christ inwardly and outwardly.
- Committed to practicing NewCity’s Common Rhythm.
- Walks as an Ambassador for Jesus Christ at ALL times and in ALL places.
- Growing understanding and embodiment of the cultural values of NewCity.
- Leads effectively as an equipper.
- Experienced in building and leading teams, recruiting and equipping volunteers, planning and organizing a model for year-round ministry.
- Enjoys working with and developing relationships.
- Has a sense of humor.
- Approachable and outgoing.

EVALUATION

- There will be systemized reviews on a quarterly basis to assess the role and performance of the role to make the needed adjustments and accommodations to the desired outcomes by both the employee and also NewCity Orlando.