

Children's Ministry Director Job Description

Location: Chapin Presbyterian Church, Chapin, SC

Classification: Full Time Salary Position

Qualifications:

1. Exhibits a passion for ministry to children and their families.
2. Has a strong desire to see children growing in their knowledge of God and to see families engaged in the discipleship of their own children.
3. Displays a growing relationship with Jesus Christ.
4. Is detail-oriented, creative, and well-organized.
5. Possesses strong interpersonal and administrative skills.

Job Description & Responsibilities:

Essential Job Functions

1. Recruit volunteers and coordinate volunteer schedules for worship service and Sunday School classrooms (infant-5th grade).
2. Lead Children's Committee in collaboration with church leadership.
3. Plan the yearly budget and keep track of expenditures.
4. Communicate regularly with church leadership and families. Work alongside other ministry leaders to support and collaborate.
5. Pray for children, families, volunteers, and the church regularly.

Job Responsibilities

1. Select curriculum and train teachers emphasizing child safety and security.

2. Purchase and keep stock of necessary materials, supplies, snacks, etc.
3. Communicate weekly with families through email and social media. Submit weekly highlights and bulletin announcements to the office for publication.
4. Prepare a weekly children's bulletin and clipboard sensory bags for worship service.
5. Ensure all nursery and children's rooms are ready for classes.
6. Prep lessons each week and email them to teachers.
7. Attend trainings/engage in further education that could be helpful in your role.

Children's Ministry Programs

1. Recruit volunteers and plan curriculum for Vacation Bible School.
2. Plan and coordinate the Good News Club with local elementary schools. Work with the GNC Volunteer team to plan each club (including curriculum choice, weekly snacks, and participating in GNC each week)
3. Plan and coordinate special events for Christmas and Easter.

To apply, please send a 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.