



VillageChapel

Director of Children's Ministry Position Description

Reporting Relationships:

- **Primary:** Executive Minister

Pay Status: Salary

Employment Status: Full-time

Average Work Schedule: 45-50 hours/week

Main Objective

Partnering with Parents to see their children COME to Jesus, GROW in Jesus, LIVE for Jesus, and TALK about Jesus.

Key Result Area 1

Design, implement, and manage a Christ-centered, Spirit-empowered children's ministry led by devoted servants.

*Design
Implementation
Servant Development
Safe Sanctuaries*

Performance Standards

1. Develop servant leaders who will work together to design, implement, envision, and evaluate the Children's Ministry.
2. Write a Children's Ministry Management Plan [Strategy] outlining Village Chapel's strategy to reach out to children and to raise up children as disciples for Jesus Christ.
3. Create and maintain current ministry position descriptions for leaders, teachers, and servants.
4. Recruit, train, and empower leaders, teachers, and servants for ministry with children making sure all ministries (nursery through 5th grade) are adequately staffed.
5. Supervise leaders, teachers, and servants empowering them to organize and execute ministry events.
6. Resource, evaluate, and appreciate leaders, teachers, and servants with a focus on meeting an annual retention goal.
7. Evaluate the existing Safe Sanctuary Policy on a regular basis with the Youth Director and Executive Minister.
8. Work with leaders throughout Village Chapel to consistently live within the bounds of the Safe Sanctuary Policy.

Key Result Area 2

Disciple children with a comprehensive knowledge of God's character, Scripture, and the Plan of Salvation so that they can become servants of Jesus Christ, reaching out to their friends in the name of Jesus.

*Inward
Upward
Outward*

Performance Standards

1. Design a scope and sequence across the spectrum of children's ministry based on childhood development models for the purpose of spiritually developing children.
2. Select quality curriculum based on this scope and sequence.
3. Design and implement multiple "on ramps" to reach children (ie Awana, A.S.K., B.A.S.E.)
4. Utilize the scope and sequence for ministry evaluation.
5. Coordinate with the Discipleship Coordinator to equip parents to disciple their children at home.
6. Design and implement a communication strategy to invite children throughout the community and within the church family. Update these communication channels on a regular basis.
7. Design and implement a follow-up strategy to celebrate children and express God's love to them. Examples may include: first visit, second visit, third visit follow-up contacts; birthday cards; random contacts; "missing you" contacts.
8. Implement and oversee a welcoming registration (check-in/check-out) process.
9. Design ministries (short-term and long-term) with a constant focus on who should be invited (and how) and how to reach into new areas of the community.

10. Challenge on-going ministries to engage the children in a mission project once each quarter (ranging from in-class projects connected to the lesson to “field trips”).
11. Equip leaders to implement special ministry opportunities for the children. Example may include: Children’s Christmas Play/Musical/Program.

Key Result Area 3

Attend to the administrative responsibilities required to support the children’s ministry and arrange for clear, repetitive communication throughout the church.

*Administration
FTGO Preschool
Public Relations*

Performance Standards

1. Provide monthly reports to the Executive Pastor and meet at least weekly with the Executive Pastor for goal setting, reporting, evaluation, problem solving, and prayer support.
2. Work with the Executive Pastor to maintain a current Position Description and Action Plan.
3. Interpret and communicate the vision of the children’s ministry throughout Village Chapel.
4. Oversee the Pre-School, ensuring it is properly staffed, budgeted, and empowered to teach God’s Word to children.
5. Oversee finances and work with Children Leaders to establish the annual Children’s Ministry Budget for submission to the Finance Committee at the end of August.
6. Exemplify servant leadership by actively participating in the staff leadership team.
7. Attend and participate in worship and a Life Group.
8. Participate in a peer group with children’s ministry directors for encouragement and accountability.

**Education
Experience
Skill Sets**

Demonstrates a Spirit-filled relationship with Christ and exhibits model Christian behavior in both his/her actions and words.

1. Prefer a degree/training in children’s ministry or related experience.
2. Ability to process information and make independent judgments.
3. Excellent interpersonal skills.
4. Ability to prioritize responsibilities and needs of others.
5. Ability to work well with others in a team environment.
6. Computer literacy (e-mail; Social Media; MSWord; PowerPoint; webpage editing).
7. It would be helpful to have experience with videography.

The above position description is intended to describe the general nature and level of work being performed by colleagues assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, qualifications, or working conditions.

This position falls under the procedures and guidelines of the Village Chapel Church employee handbook.