

# Children's Ministry Director

## Job Description Proposal

**Part Time position:** 25 hours weekly

**Starting Pay:** Salaried based on experience

**Expectations:** 15-20 hours in office, 5 hours of programming.

- Required office days: Wednesdays and Thursday afternoon to attend staff meetings, otherwise flexible hours.
- Attend and oversee Wednesday night K-4 programs.
- Attend Sunday mornings to oversee K-4 Sunday School hour.
- Oversee annual Vacation Bible School during the first full week of June.

### Purpose

To oversee the discipleship strategy of win, build, train, send from K-4<sup>th</sup> grade at Trinity Church in the teaching and discipleship of kids.

### Essential Reporting Relationships:

1. Family Pastor – Work under direct supervision of the Family Pastor.
2. Lead Pastor – Be accountable to the Lead Pastor as he sets the direction for the entire staff.
3. Pastoral Staff - Be accountable to the TEFC Pastoral Staff and serve as a resource for families with children.
4. Elder Board – Be accountable to the Elder Board for the children's ministry of TEFC.

### Character:

1. Have a clear testimony of faith in Jesus Christ and be growing into His likeness.
2. Possess a strong sense of personal integrity and be above reproach.
3. Maintain a strong commitment to the doctrine, vision, mission, and values of TEFC.
4. Have a heart for children and students and their families and a desire to help them grow in their relationship with Jesus.
5. Demonstrate a passion for the spiritual formation of those who serve in family's ministry and of the larger TEFC family.

### Qualifications:

1. Must have placed their faith in Jesus alone for their salvation and participated in water Baptism as a public testimony of that salvation.
2. Must be an active Member or be willing to become an active Member of TEFC upon hire.

3. Must be willing to submit to regular mandatory background checks.
4. Must perform the duties of their position under the authority of the Lead Pastor and elder board.
5. Must be able to maintain confidentiality
6. Must exercise discernment and wise judgement.
7. Must be good with details.
8. Must be an effective recruiter.
9. Must be a self-starter, good at multi-tasking, and excel at prioritizing tasks.
10. Must be in alignment with the vision and purpose of TEFC and in full agreement with her by-laws, constitution, and Statement of Faith.

### **Primary Responsibilities:**

1. Shepherd the ministries of TEFC to children (K-4<sup>th</sup> grade). Shepherding includes but is not limited to recruiting and training teachers and volunteers for their ministry area, communicating with and equipping parents to be effective disciple-makers of their children, and managing the facilities and respective budgets to meet ministry goals.
2. Oversight of Vacation Bible School.
3. Work with the Family Pastor to make Parent / Child dedications a meaningful experience for the church family.
4. Work with the Family Pastor to make believers baptism for children a meaningful experience for the church family.
5. Work with the Family Pastor to ensure a safe environment for children and that the church is compliant with all state and federal guidelines.
6. Provide ongoing training and awareness of Child Protection best practices.
7. Be an active participant on the Christian Education Cross-Functional Team (This team will include the Family Ministries Pastor, Children's Ministry Director, a representative from Small Groups, a representative from Adult Equipping).<sup>1</sup>

### **Secondary Responsibilities:**

1. Meet regularly with volunteers for the purpose of developing them as leaders
2. Develop and encourage ongoing training.
3. Attend and participate in all staff meetings.
4. Faithfully attend worship services of TEFC.
5. Faithfully attend church-wide activities and meetings of TEFC.
6. Attend one-on-one meetings as scheduled by the Family Pastor and Lead Pastor.
7. Maintain a growing relationship with Jesus Christ through active and regular engagement in the spiritual disciplines.
8. Must be willing to become proficient in Microsoft Word, Excel, our church's website builder, and social media such as Facebook and Instagram.

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<sup>1</sup> This team does not exist at this time but will be formed in the near future.