

Director of Children's Ministries

(Part-time -- 2/3 time – approx. 26 hrs. per week)

Primary Function:

The Director of Children's Ministries is responsible for leading the church to provide an effective, ongoing ministry to school-age children (1st through 6th grade) and their parents so that they might develop a growing relationship with Jesus Christ in a safe and affirming environment.

Responsibilities:

- 1) Coordinate and foster unity of purpose among all of the church's ministries to children (e.g., Children's Worship and LifeGroup, Wednesday Night activities, Children's Discipleship, Children's Choir, Children's Events, and the Children's Summer Program), and provide guidance and support to any lay leaders of these ministries.
- 2) Develop a ministry which strengthens families and partners with parents as the primary faith educators of their children by providing ongoing encouragement, resources, and training opportunities for parents.
- 3) Be available to counsel and pray with children regarding spiritual matters.
- 4) Provide a method of teaching the basics of the Christian life to children who are new believers.
- 5) Lead the church's ministries to children toward maximum effectiveness through constant evaluation, communication, and redirection.
- 6) Communicate the vision and the purpose of the Children's Ministry to the entire church family.
- 7) Work with other leaders to enlist teachers and workers for all areas of the Children's Ministry and help to find substitute teachers when needed.
- 8) Involve those who serve in the Children's Ministry in regular training opportunities which will enhance their effectiveness in ministry.
- 9) Be available to Children's Ministry teachers for personal support and for assistance with classroom difficulties.
- 10) Meet periodically with Children's LifeGroup leaders for the purpose of communication, inspiration, training, and team-building.
- 11) Work with the Minister of Education and ministry leaders to assign appropriate children's classrooms and to begin new children's classes as needed.
- 12) Work with Ministry Assistant to oversee the selection, ordering, and efficient management of all resources and curriculum used by the church's ministries to children.
- 13) Arrange for and purchase needed furniture/permanent items for children's classrooms.
- 14) Ensure that wall posters and bulletin boards in the children's area are updated regularly.
- 15) Monitor the appearance, tidiness, and age-appropriateness of children's classrooms and areas on a regular basis.
- 16) Be responsible for updating, communicating, and enforcing specific policies in the children's ministry.
- 17) Provide special events, curriculum, and emphases for 5th and 6th graders which address the unique needs and interests of preteens.
- 18) Provide a method for effectively screening those who work with children in the church and lead the church to provide a consistently safe environment for children.
- 19) Plan, promote, and coordinate special children's events throughout the year and especially during the summer (e.g., Preteen Retreat, Family Nights, seasonal fellowships, etc.).
- 20) Work with the VBS leadership team in planning an effective Vacation Bible School in the summer.

(over)

- 21) Work with the Fall Festival leadership team in planning the Fall Festival.
- 22) Provide an effective way of welcoming visiting children and their parents in the Children's Welcome Area.
- 23) Ensure that follow-up contacts are made to parents of visiting children in an effort to reach entire families.
- 24) Be personally involved in the church's outreach program.
- 25) Recommend the annual children's ministries budget to the Finance Committee and track expenditures to ensure that ministries stay within budget.
- 26) Keep abreast of current Children's Ministry trends and curriculum changes by participating in workshops and conventions, networking with other Children's Ministries Directors, and doing other kinds of research in order to make appropriate recommendations for the church regarding the children's ministry.
- 27) Maintain part-time office hours during the week to be determined in consultation with the pastor.
- 28) Participate fully as a member of the ministry staff team and attend weekly staff meetings on Tuesday morning to provide a voice for children's ministry in the overall planning of the church.
- 29) Report directly to the pastor, and perform other duties as assigned by the pastor.

Salary Range:

\$24,000-\$34,000 annual salary depending on education, experience, and expertise. (No additional benefits.)

To Apply:

Please submit your resume (make sure to include references) to staffing@ebclife.net. Also, please include a cover letter explaining your interest in the position and the reason that you may be a good candidate.