

Children's Ministry Director Job Description

Overview of Our Church: Reedley Mennonite Brethren Church (RMBC) is an established, thriving, and multi-generational church in the Central Valley of California. We have two services (contemporary and traditional) in a prime location in Reedley, CA. We are passionate about *Glorifying* God, *Growing* together as equipped disciples of Jesus Christ, and *Going* out to proclaim His gospel to all. Our church and team is excited about God's continuing work of faithfulness, and striving to be the light of Christ to our community and beyond.

Reports To: Student Ministries Pastor and Senior Pastor

Job-Type: Full-time (40 hours a week)

Salary Range: \$18-\$25 / hour and benefits (based on experience)

Purpose: This person will be responsible for visioning, planning, and coordinating the comprehensive ministries for children at RMBC (birth – 6th grade). This is done in conjunction with our Board of Children and Student Ministries and various committees directly working within children's ministries.

Ministries Giving Vision and Oversight To:

Nursery (birth – 3 years)

Children's Church (3 years to Kindergarten)

Children's Sunday School (3 years – 6th grade)

AWANA (Mid-week programming) (3 years – 6th grade)

Families of Joy (Special needs ministry)

VBS (Kindergarten – 5th grade)

Kingdom Kids (After school ministry)

Fall Family Fun Night (Halloween alternative)

Children's Christmas Play

Responsibilities:

While the title of this position is Children's Ministry Director, the primary work is done with parents and other adults. A heart for children is a must, however ability to work with and manage adults is essential.

- Develop relationships with all boards and committees related to areas of responsibility
- With appropriate boards and committees, establish goals and objectives to assist in the review, evaluation, and enhancement of the Children's Ministries of RMBC (known as RKids)
- Recruit, train, motivate, and evaluate volunteers for leadership and service
- Develop and maintain a resource center for volunteer teachers, parents, and staff
- Help to facilitate and/or participate in care giving, counseling, and referral
- Actively engage parents in the evangelism and discipleship of their children
- Develop and implement communication processes to kids and parents
- Organize and maintain Children's Ministries database operations
- Manage and evaluate safety and security of our children on campus
- Communicate regularly and in a timely manner with all volunteers and parents
- Attend all scheduled and requested meetings

Qualifications:

- *Faithful follower of Jesus*: Will demonstrate a clear and personal relationship of faith in Jesus Christ.
- *Leadership*: Have a demonstrated track record of successfully equipping leaders and volunteers. Be a visionary who grasps where we must go, and a strategizer/leader able to transform mission into reality while being a team player “bringing others along”
- *Evangelipleship*: (evangel-i-pl-ship) A balanced commitment to both evangelism AND discipleship
- *People Person*: Have strong relational skills, with all age levels of ministry area with an ability to draw in kids and parents. Have a love of children, teaching, and leading. Having a “kids first” mentality. Carry the ability to raise up and develop teams/committees to “give away” effective ministry.
- *System Developer*: Have the ability and clear understanding to be both a people and systems developer. Multi-tasking is a must.
- *Education*: A BA or BS degree (Prior work in a church setting and training in a related children’s field is preferred)
- Will affirm and adhere to the USMB Statement of Faith, and will become a member of RMBC
- Understands and works well via email and text, and comfortable using the Microsoft Office suite
- Spanish speaker is highly desired but not an essential requirement

Supervisory Responsibilities:

- Recruit, hire, and evaluate paid Nursery Supervisors
- Recruit, manage, and evaluate Children’s Ministries interns

Staff Expectations:

We expect all staff to commit to the following “Leadership DNA”

- ***Character Counts***: The most important thing in leadership is personal integrity
- ***Growing in Spiritual Maturity and Discernment***: In order for leaders to withstand the temptations and trials of life, there must be a commitment to prayer, personal Bible reading, and accountability to other Christians.
- ***Always start with “yes”***: Organizations move ahead most freely when people have a positive attitude and extend, as much as possible, a “yes” posture to requests and new strategic ideas for ministry that line up within our mission.
- ***Be a Servant***: Jesus gives His followers a counter-intuitive model for effective and lasting leadership – be a servant first. Servant leaders are humble, gracious, encouraging, and courageous. Further, while we are employed by the church, we are also members within the church. Therefore, we seek areas of volunteer service as a part of our overall church life.
- ***Protect the Church not your Territory***: We are all in this together and our ultimate focus is the exaltation of the Lord Jesus Christ and the advancement of His kingdom.
- ***Commitment to Evangelism and Discipleship***: Leaders must model and teach a balanced commitment to BOTH evangelism and discipleship. We do this by (1) Praying for the lost, (2) Cultivating relationships, and (3) Verbal witness.
- ***Commitment to Excellence***: While God uses our weaknesses and failures, the Gospel of Jesus Christ demands our very best and seek excellence in every area of our ministry.
- ***Home Matters***: If married, we believe a priority needs to be placed on maintaining a healthy and vibrant relationship with your spouse. We encourage and accommodate for the appropriate taking of time-off to be with your spouse and family.