



Children's Ministry Director Job Description

ABOUT HEART OF THE CANYONS CHURCH

Heart of the Canyons Church (HOTC) began in 1990 in the Canyon Country area of what is now Santa Clarita, California. In the last six years, we have added two more locations (Newhall and Sunland) through those congregations merging into ours. We currently have 400 adults and 75 children who attend weekly at our three campuses. HOTC is affiliated with the Southern Baptist Convention.

ABOUT THE POSITION

We are looking for a part-time Children's Ministry Director to oversee and coordinate the Children's Ministry team for all of our campuses. Each campus has a Campus Coordinator who would report to the Director. This position reports to the Executive Pastor.

COMPETENCIES & EXPECTATIONS

- ❖ Passion for ministry to children and seeing both parents and children grow in the faith.
- ❖ Growing relationship with Jesus Christ evidenced by action, attitude, and behavior.
- ❖ Ability to fully embrace the vision, values, and statement of faith of Heart of the Canyons.
- ❖ Reliable, trustworthy, self-starter, and excellent at following through on details.
- ❖ Possess the ability to use appropriate judgment, discretion, sensitivity, and confidentiality.
- ❖ Proven leadership skills utilizing a cooperative, collaborative team leadership style.
- ❖ Possessing strong interpersonal skills with the ability to maintain healthy and motivating relationship with supervisors, coworkers, and volunteers.
- ❖ Proven ability to achieve results.

ESSENTIAL JOB FUNCTIONS

- ❖ To provide leadership to the Children's Ministry (CM) team:
- ❖ Helps to develop and implement the vision for children's ministries in collaboration with the Pastoral staff.
- ❖ Be and active and collaborative member of the ministry team at HOTC.
- ❖ Provide strategic leadership and planning initiatives for CM volunteers.
- ❖ Sets direction and trains CM staff and volunteers.
- ❖ Offers pastoral care and encouragement to CM volunteers.
- ❖ Develops processes necessary for effective CM operations.
- ❖ Responsible for CM budget and accountable for CM financial results.

QUALIFICATIONS & SKILLS

- ❖ Clear calling to ministry.
- ❖ Jesus-centered life (1 Tim 3:1-13).
- ❖ Humble/Teachable/Coachable (Philippians 2:1-4).
- ❖ Committed to the mission, vision, values, and model of Heart of the Canyons.
- ❖ Strong leadership qualities and a self-starter.
- ❖ Minimum 2 years of Children's Ministry experience required.
- ❖ College Degree preferred.
- ❖ Prior experience implementing children's curriculum and content.
- ❖ Excellent communication and organization skills.
- ❖ Demonstrate the ability to work with a diverse demographic (ethnic/cultural and socio-economic).
- ❖ Bi-lingual is a plus.
- ❖ Experience in recruiting, motivating, equipping and scheduling volunteer leaders to minister to children and families.
- ❖ Effective communication skills (written, verbal and interpersonal).
- ❖ Demonstrated ability and passion to understand and relate to children and their families and a passion to see families grow in their faith together.
- ❖ Ability to reach out and connect with families involved with HOTC's Children's Ministry.
- ❖ Proficient in basic computer software (Excel, Word, Publisher), and the capacity to learn new software (Photoshop, Planning Center, others).
- ❖ Must be in agreement with the church's statement of faith and adhere to the Leadership Commitments.
- ❖ Embrace a high biblical standard of personal conduct and lifestyle.
- ❖ Agree to attend Heart of the Canyons as your home church.
- ❖ Participate in staff requirements that include small groups, staff meetings, church-wide events such as Christmas and Easter.

TIME COMMITMENT: 20 to 25 hours per week.

Please apply by sending your resume along with a cover letter with a brief personal testimony to jobs@heartofthecanyons.com.