

Position Title: Director of Children’s Ministries

Immediate Supervisor: Family Ministries Director

Job Summary: Provides leadership for all aspects of ministry to children (newborns through – 5th grade). Is the liaison to the Church Leadership Team on all children’s ministries, to include nursery, preschool, Sunday School, and other events planned by the Children’s Ministry Team. Recruits, trains, and deploys volunteers to conduct children’s ministries events.

Requirements: Valid Georgia driver’s license. Possess excellent interpersonal oral and written communication skills. Have good general computer skills, to include Microsoft applications. Pass a criminal background check. Pass the church’s Safe Sanctuary training. Able to lift 50 pounds. Be capable of working independently and collectively.

Work Hours: This is a part-time position with an expected average weekly number of hours to total 10 hours. With this position’s non-traditional work schedule outside of the established church office schedule, the work schedule will be coordinated with the Family Ministries Director but is estimated to require the following as dedicated hours:

Meetings	1 hour
Program Preparation	3 hours
Weekly Programs	2 hours Sunday 2 hours Wednesday
Administrative Tasks	2 hours

Duties and Responsibilities

- **Administrative:**

- ❖ Maintains daily contact with the church via email, voice mail, and/or text.
- ❖ In conjunction with the Children’s Ministries Team and the Family Ministries Director, develop and maintain an annual budget as established by the Finance Committee.
- ❖ Attends all church staff meetings, Church Leadership Team meetings, and other committee meetings as needed to report on children’s ministries activities.
- ❖ Maintains records of attendance, membership, and information regarding current and potential participants in children’s ministries programs.
- ❖ Mediates disputes involving children’s ministries and/or participants.
- ❖ Coordinates all children’s ministries activities with the Family Ministries Director.
- ❖ Provides all children’s ministries events for inclusion on the church master calendar.
- ❖ Develops new ministry programs in conjunction with the Children’s Ministry Team and the Family Ministries Director.
- ❖ Recruits and trains volunteers as needed to implement all children’s ministries programs.
- ❖ Assist Family Ministries Director in other administrative tasks as needed

- **Sunday School and Children’s Church:**

- ❖ Recruits, trains, and deploys Sunday school teachers and Children’s Church volunteers.
- ❖ In conjunction with the Children’s Ministries Team and the Family Ministries Director, preview and select appropriate curriculum.
- ❖ Recruits, trains, and deploys children as acolytes for the Sunday sanctuary worship services.

- **Weekly Children’s Programs:**

- ❖ Recruits, trains, and deploys adult volunteers for all children’s activities.
- ❖ In conjunction with the Children’s Ministries Team and the Family Ministries Director, preview and select appropriate curriculum.

- ❖ In conjunction with the Children's Ministries Team and the Family Ministries Director, develop and implement children's activities held after the Wednesday night family supper.
- **Special Events & Missions:**
 - ❖ In conjunction with the Children's Ministries Team and the Family Ministries Director, develops and implements special children's events, such as vacation Bible school, Christmas Program Easter egg hunts, summer programs, mission opportunities, Camp Connect, etc.
 - ❖ Promote participation in summer camps at Epworth-by-the-Sea.
 - ❖ Coordinates and provides necessary transportation to and from events held off of the church campus.
 - ❖ Attends special events as permitted.
 - ❖ In conjunction with the Children's Ministries Team and the Family Ministries Director, develops and implements mission opportunities for children.
 - ❖ Provides logistical support to and children's missions projects.
- **Other Duties:** Performs other duties as assigned by the Children's Ministries Team, Family Ministries Director, Senior Pastor, and/or Church Leadership Team.