

# **Children's Ministry Director**

Job Description



## **Position Purpose**

This position organizes volunteers of the church around the spiritual care and nurture of children. Through creativity, care, and fun we want to build a heart for Christ in kids, supporting Christians families as they raise children ready to serve and follow Christ.

## **Job Description**

This position provides the primary oversight for Sunday morning programming for Birth through Fourth Grade children. The director will have a passion for teaching and engaging children in creative, developmentally appropriate ways and possess exemplary leadership, supervisory and administrative skills. **Providing a team of loving, caring adult volunteers for the children of the church is key for this position.**

## **The responsibilities of the Children's Ministry Director are:**

**Part 1 - Train, Equip and Manage Volunteers (Approximately 100 Volunteers):** The Children's Ministry Director will train and equip hands-on volunteers who serve in the Early Childhood (EC) and Campfire (K-4) areas:

Early Childhood includes: care-givers, small group leaders, teachers

The Children's Ministry Director maintains and oversees the volunteer rotation schedules for all EC areas. This schedule is based on the following ratios of adults to children: Infants - 2:1, Toddler - 4:1, Preschool I - 5:1, Preschool II - 6:1.

For Campfire (K-4), training and equipping volunteers includes: small group leaders, greeters, registration volunteers, media and tech, teachers for various activity stations (approximately 60 volunteers)

The Children's Ministry Director develops and implements all policies and procedures for these areas as well as recruiting/training/equipping/celebration of the volunteers.

The Children's Ministry Director will be provided a part time (5 hour per week) paid assistant to watch over and solve problems in the Early Childhood Area on Sunday morning and attend a one hour weekly meeting with the Director for care and instruction.

**Part 2 - Design and Implementation of Christian Education Curriculum for Birth thru Fourth Grade Children:** Working with the Pastoral Staff for overall vision of the ministry, the Children's Ministry Director will oversee the design and implementation of the curriculums and teaching which share Christ with 20 - 40 early childhood and 30 - 50 elementary aged children.

This would include, but is not limited to: finding, writing, and/or creating dramas, art projects, games, and prayer stations; organizing and preparing all necessary print materials, costumes, small teaching props, manipulative/crafts, and small group illustrations for implementation of curriculum; and preparing and maintaining environments in classrooms that are developmentally appropriate, engaging, fun and safe.

For these duties the Children's Ministry Director will have 2-4 college interns at their disposal (shared with the Youth Director 5-12) for up to 20 hours a week each (Except during the month of December). While it is not required, the Children's Ministry Director should strongly consider joining the interns on two, one-week retreats a year and one youth-trip to strengthen the working relationship with interns.

**Part 3 - Design and Implementation of Infant Baptism Milestone (and Assistance with other Children's Milestones):** The Children's Ministry Director conducts a meaningful and theologically sound Infant Baptism Milestone which includes meetings or classes and home visits preparing parents to share faith in age-appropriate ways with their own infants and toddlers and correctly administering the sacrament of baptism. The Children's Ministry Director also assists the Milestones and Activities Director with *Welcome to Campfire* and *First Communion Milestones*.

## **Terms of Employment**

**Employment Start Date: January 30, 2022**

### **Hours: Full Time**

The Children's Ministry Director is a full time, salaried position. Therefore, it is expected that the employee will work as many hours as it takes to accomplish the tasks at hand. Consequently, hours spent working will vary from week to week. Weekly work schedule has some degree of flexibility, allowing some limited leeway to set one's own schedule, particularly in light of working occasional evening hours to accommodate working with congregation members work schedule. Required office hours are outlined below. We also believe that 40 hours is a healthy workload for a full-time employee, balancing productivity with family, rest, and recreation. So, we encourage employees to track hours and observe "comp" time when appropriate, managing to an average of 40 hours per week. Required office hours (not eligible for comp. time) include:

- Monday: 30 minute meeting with the Staff Pastor every other week.
- Strongly recommend attendance at Interns' Monday Meeting (1-2 hours)
- Tuesday 10am-noon (for staff meeting)
- Sunday 8am-12:30pm (for Sunday services)
- Any special event or service which requires leadership from this position: team meetings, retreats, children's milestones or activities (eligible for Comp Time)

**Salary: \$41,000 annually (Starting - there is room for increase based on experience and performance in the position)**

**APPLY for this position by sending resume with cover letter to [garrettl@lakelandcommunity.org](mailto:garrettl@lakelandcommunity.org)**