

## **Job Title**

Director of Family and Children's Ministries



## **Reports To**

The Director of Family and Children's Ministries will report to the Lead Pastor.

## **Job Overview**

The Director of Family and Children's Ministries will cast the vision and lead in our key effort of reaching children grades Pre-K-6th and their families. This person will be responsible for engaging with parents and children as well as equipping volunteers to execute the vision for the Children's Ministry. This is a Full-Time position requiring 32 hours. Special weeks such as VBS will require more hours with additional compensation.

## **Responsibilities and Duties**

### **Volunteers**

- Oversee recruitment of new volunteers for Children's Ministry (Kidz Quest, VBS, Special Events, etc.)
- Provide regular training for all volunteers.
- Coordinate volunteers in order to keep people refreshed and connected with church body.

### **Families**

- Take time every week to engage with families on Sundays, Wednesdays, and throughout the week.
- Maintain consistent communication with parents and children of the church.

## **Child Safety**

- Update and train volunteers annually on child safety policies.
- Offer updates and suggestions to safety guidelines.
- Interview every Children's Ministry volunteer personally (background checks are required for all staff and volunteers).

## **Leadership Meetings**

- Coordinate and Lead VBS Oversight Team.
- Function as Staff Representative on Church Council.
- Coordinate and Lead Kidz Quest.
- Attend Staff Meetings

## **Additional**

- Select and implement Bible-based and engaging curriculum for children.
- Create and maintain annual budget for children's ministry.
- Other duties as assigned pertaining to family ministry.
- Lead with confidence and vision.

## **Qualifications**

- Grounded, growing relationship with Jesus Christ.
- Experience in ministry is a plus!
- Passion for leading and cheering volunteers.
- Master of delegating tasks to capable volunteers.
- Deeply relational with others.
- Loves to work as a team to accomplish God-sized goals.
- Clear, consistent communication skills.
- Knowledge of computers, presentation software, and social media is a plus!