

Director of Children's Ministry

Purpose

To provide leadership and direction for Grace Point's Children's Ministry in collaboration with a team of co-leaders, including the Children's Ministry Assistant, the Coordinators of Special Needs, VBS, Nursery, Wednesday Night programs, and Next Gen. This role ensures the effective spiritual formation of children from birth through 5th grade, particularly during the 9:00 and 10:30 Sunday programs.

Job Expectations

- Serve as the primary representative and point of connection for Children's Ministry.
- Coordinate and lead regular team meetings for the Children's Ministry Leadership Team.
- Oversee and direct the Children's Ministry Assistant.
- Approve and help implement curriculum that aligns with Grace Point's mission, values, and age-appropriate Biblical literacy.
- Develop and implement a strategy to recruit, train, schedule, and care for Children's Ministry volunteers, including the Security Team.
- Coordinate volunteer teams for Sunday services and work with the CM Assistant to schedule childcare for special events such as Christmas Eve.
- Ensure all volunteers go through the KidSafe clearance process in coordination with the Ministry Administrative Assistant and KidSafe Coordinator.
- Manage discipline concerns and provide appropriate follow-up with families and volunteers.
- Guide families through conversations about children's baptism.
- Shepherd children and parents, and partner with the pastoral care team for referrals to professional support when appropriate.
- Collaborate with the Director of Connections & Volunteer Engagement to welcome and integrate new families into the Children's Ministry.
- Participate in weekly ministry staff meetings to align with the church's overall mission.

Education / Required Skills

- Bachelor's degree in Education, Children's Ministry, or a related field.
- Experience with children and knowledge of child development.
- Strong oral and written communication skills.
- Well organized, detail-oriented, and self-motivated.
- Compassionate and nurturing, with a heart for children and families.
- A professing Christian who agrees with Grace Point's Statement of Faith and demonstrates a lifestyle of discipleship.
- Committed to making Grace Point their home church.

Reports To

Pastor of Student Ministries

Other Considerations

- Part-time position (20–25 hours/week); exempt.
- Requires availability on Sunday mornings and for key special events.
- Regular collaboration with multiple ministry coordinators and volunteers is essential.