

Director of Children's Ministry

Job Description

Purpose: The mission of EFree Church Diamond Bar is "To know Jesus and make Him known." The role of the Director of Children's Ministry is to provide direction and oversee all phases of ministry to children, from nursery through 5th grade.

Responsibilities:

- Oversee all Children's Ministry programs, including Nursery, Early Childhood Ministry, Sunday School, Wednesday Night Live Kid's Club, Vacation Bible School, and Special Children's Performances.
- Train and supervise all paid Children's Ministry Staff, including Children's Ministry Assistant, Childcare Workers, and Classroom Maintenance Coordinator.
- Implement biblical curriculum.
- Provide spiritual counsel to children, parents, and guardians as needed.
- Adopt and implement current health and safety protocols.
- Develop and oversee the annual budget and expenditures for Children's Ministry.
- Promote Children's Ministry through attractive and engaging bulletin announcements, website, mailers, banners, social media, and other forms of communication.
- Recruit and equip volunteers.
- Provide a loving environment for special needs children and their families.
- Provide opportunities to communicate and connect with parents.
- Maintain classrooms, playground, storage areas, equipment, and supplies.
- Attend weekly staff meetings.
- Work directly under the supervision of the Lead Pastor.
- Other responsibilities as assigned by the Lead Pastor.

Qualifications:

- Passionate about Children's Ministry
- Highly organized
- Ability to oversee and train volunteers
- Good communication skills
- Minimum College degree
- 4+ years experience in Children's Ministry

Compensation: Part-time salary to be determined by the board of elders based on applicant's experience and education.