



Staff Role Description Children's Director

Ministry:	Campus
Reports To:	Campus Pastor or Associate Campus Pastor
Average Hours Per Week:	Full-time, 40+ hours per week Part-time, 28 hours per week
Role Type:	Exempt
Last Revision Date:	November 2017

Role Overview

The Children's Director is responsible for all facets of the children's ministry (infant to Grade 5) for a specific campus. This includes contributing to and embracing the vision and direction set by church leadership and the Central Ministry Team, then motivating all staff and volunteers toward the fulfillment of that vision. This person must provide excellent leadership, passionate and clear communication, excellent people skills and the ability to manage staff (where applicable) and volunteers with grace. He/She must embody The Chapel's culture by being authentic, joyful, winsome, inspiring and compassionate.

General Requirements

The Children's Director must ...

- Understand and embrace the theology of inaugurated eschatology and its implications for followers of Christ
- Believe that the Holy Spirit indwells and empowers every follower of Jesus, and consistently experience the very power and presence of God at work inside, through, and around him/her as he/she participates in God's mission in the world
- Demonstrate a passion and aptitude for making disciples of Jesus and prioritize his/her life and ministry accordingly
- Share in the continued mission of Jesus by consistently ministering, through the power of the Holy Spirit, God's presence, love, truth, and power to all those he/she encounters
- Embrace genuine Christian community as the primary vehicle of discipleship at The Chapel, prioritize participation in a missional community, and be capable of providing Missional Community (MC) leadership
- Live a life defined by a revolutionary commitment to, and personal sacrifice for, the cause of Jesus Christ in the Kingdom of God
- Become a visible example and model for our congregation
- Be authentic, joyful, winsome, inspiring and compassionate
- Have exceptional formal and interpersonal communication skills
- Be an action-oriented leader with proven results

Children's Director

Primary Responsibilities

1. Provide Passionate Leadership for Campus' Children's Ministry
 - Actively contribute to your campus' yearly strategic planning process
 - Train and motivate staff (if applicable) towards our mission and values
 - Train and motivate teachers and volunteers towards ministry excellence
 - Provide visible and active servant leadership in all classrooms
 - Provide constructive classroom evaluations on the children's ministry experience
 - Provide tangible coaching when called upon for help
 - Provide responsible management of your ministry budget
2. Provide Volunteer Development for Campus' Children's Ministry
 - Work with Central Support and Campus Pastor to provide creative solutions for ongoing recruiting needs for your campus
 - Ensure that all volunteer data updates are submitted regularly
 - Ensure that all volunteers are trained and empowered for successful ministry. This includes communicating the vision, procedures, and safety requirements.
 - Ensure that all volunteers are part of a strong team led not only for ministry excellence, but also for genuine community
 - Consistently look for volunteers that demonstrate they are ready for more leadership responsibility, and then give them opportunities to develop
3. Provide Oversight of all Children's Ministry Services
 - Ensure excellence in all aspects of all services. This means that our guests (parents, children, visitors, and volunteers) all have a positive experience that causes them to look forward to their return and tell others about.
 - Ensure that all classrooms are staffed for successful ministry. This means that each classroom has teams scheduled to serve at each service and that our ratios (children to volunteer) are above minimum levels.
 - Ensure that all parent/child/volunteer matters, safety & security issues, and equipment & facility problems are dealt with proactively and completely
 - Ensure that all feedback on the experience is communicated to all involved parties. Actively contribute ideas for continuous improvement to Central Support.
 - Ensure that all attendance data is recorded and reported on time
4. Invest in Parent Partnerships at Campus
 - Champion the spiritual development roadmap for children (Infant – Grade 5)
 - Shepherd and meet the spiritual needs of children as needed
 - Offer spiritual guidance to parents and families as needed
 - Perform baptisms, baby dedications, and counseling of those as needed
 - Provide solid theological foundation to questions from both children and adults.
5. Other campus responsibilities include:
 - Participation in scheduled Campus Team meetings
 - Participation in all Campus events
 - Visitations, counseling, weddings, funerals, etc. as needed
 - Other pastoral duties as assigned by the Campus Pastor

Children's Director

This role description is meant to describe the general nature and level of responsibilities being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.