

Director of Children's Ministries

Job Responsibilities:

(average of 20 hrs per week)

The Director of Children's Ministries primary responsibility is to create, manage, and direct all aspects of children's ministry (birth through 5th grade) which includes Sunday School and Children's Church, Mid-Week Activities, Special Events, and child care.

Duties and Responsibilities:

- Recruit, train and coordinate workers for Children's Ministry (CM) classes and events, worship services and County Line Church (CLC) programs. Works cooperatively with all staff and volunteers.
- Provide a warm, friendly and learning environment for children and families.
- Uses appropriate child development knowledge to best meet the needs of CLC's children in curriculum selection, child discipline, classroom grouping, etc.
- Communicates the needs of the children's program to other staff and church leaders as appropriate. Organizes, sets-up and stocks classrooms with necessary supplies.
- Coordinates childcare for CLC services and events.
- Coordinates sanitation and safety protocols for CM.
- Visits classes for the purpose of evaluation and teacher support in order to address any issues or emergencies that arise. Teaches classes as needed.
- Coordinates and provides leadership in developing and implementing a young family outreach ministry focused on children activities.
- Attends CM Team meetings, Staff meetings, and attend Board/Commission meetings as needed.
- Be available to parents for questions and biblical counseling.
- Provide a bi-monthly report for the Church Board.
- Provide a report at the spring and fall Council Meetings.
- Oversee the Financial Budget for the CM.
- Participates in the life and worship of the Congregation.
- Performs other duties as assigned by the Head of Staff that contribute to the administration and life of the Church.