

# DIRECTOR OF CHILDREN'S MINISTRIES

## Job Description

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### *Purpose:*

*To serve as a staff member at West Kalamazoo Christian Church, working with staff and gifted volunteers in order to nurture to children, from birth through 5<sup>th</sup> grade and their family, in the love and grace of Jesus Christ.*

**Work Schedule:** Part Time 15-20 hours per week.

Sunday Morning Required (Days during the week are flexible)

**Experience:** B.A.; Church, Christian Ed., children ministries, experience preferred.

### **Duties and Responsibilities:**

1. Recruit, train and coordinate workers for Children's Ministry classes and events, worship services and West K programs. Works cooperatively with all staff and volunteers.
2. Provide a warm, friendly and learning environment for children and families.
3. Uses appropriate child development knowledge to best meet the needs of West K's children in curriculum selection, child discipline, classroom grouping, etc.
4. 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.
5. Coordinates sanitation and safety protocols for Children's Ministry as well as building needs and repairs.
6. Visits classes for the purpose of evaluation and teacher support in order to address any issues or emergencies that arise. Teaches classes as needed.
7. Develop a follow up plan for new families visiting West K.
8. Attend weekly Staff meetings (Monday 10:00), and monthly Leadership meetings (4<sup>th</sup> Tuesday).
9. Develop a Children's Ministry annual budget.
10. Participates in the life and worship of the Congregation.
11. Performs other duties as assigned by the Sr. Pastor and Leadership team that contribute to the administration and life of the Church.

### **Personal Qualifications:**

1. Has a personal, active and growing relationship with God through Jesus Christ.
2. Energetic, warm and able to share the love of Jesus to children and their families.
3. Is comfortable with visiting church families involved in the Children's Ministry.
4. Able to balance work and family.
5. Physically capable of sustained activity.

### **Professional Qualifications:**

1. Knowledge and experience in Biblical interpretation, child development (and faith development) and religious educational theory and practice.
2. Maintains confidentiality as appropriate and accountable with church resources.
3. Seeks opportunities to grow professionally. (\$500 per year conference expense)