

NSCC CHILDREN'S MINISTRY DIRECTOR JOB DESCRIPTION

Job Title: Children's Ministry Director

Hours per week & Salary: 20 hrs/week. Salary based on experience and education. (We budgeted \$22,866 in 2019.)

Reports to: Senior Pastor

General overview: The Children's Ministry Director is a part-time member of the church staff, responsible for coordinating all aspects of our ministry for children (Ages 0-5th grade). He or she works under the immediate supervision of the Senior pastor in coordination with other pastoral staff, and works alongside the existing children's ministry lay leadership team to create and execute all children's programs.

Responsibilities/Duties

- Oversee children's ministry programs on Sunday mornings, as well as at other times as determined in conversation with pastor.
- Hold and conduct PTA meetings.
- Recruit leaders, teachers, and helpers for the children's ministry.
- Oversee Sunday teacher volunteer schedules for Nursery - 5th grade.
- Plan and execute 2 volunteer trainings throughout the year with church staff.
- Work with other staff members to develop/and or choose Sunday School curriculum.
- Assist teachers in implementing curriculum.
- Assess, purchase, and maintain inventory for supplies (e.g. snacks, crafts, etc.).
- Plan with staff to implement a vision for outreach through children's ministry.
- Serve as advisor to other ministry teams as needed, and as relevant to children (e.g. to help a team provide childcare at an event they are hosting)
- Oversee and support weekly Awana ministry.
- Organize and execute seasonal events: (e.g. Easter Egg Hunt, Vacation Bible School, Hallelujah Night, Christmas presentation, Children's program at Church Retreat).
- Other duties as assigned.

A qualified candidate

- Must be willing to become a member.
- Displays Christian maturity.
- Has at least 2 years of relevant experience.
- Displays excellent communication and interpersonal skills.
- Is a team player who can be flexible.
- Has strong organizational skills.
- Is aligned with our church's doctrinal and confessional statements.
- Is someone who loves children and has relational skills with adults (Parents and volunteers).

