

# **Director of Children's Ministries Grace Chapel Madison (EPC) Job Description**

**Purpose:** To provide the chief visionary leadership and oversight to the Children's Ministry at Grace Chapel Madison from birth through grade 5.

**Reports to:** Pastor, Church Session, and Christian Education Committee

**Oversight to:** Children's Ministry Volunteers

**Skill Requirements:**

1. Leadership—Can create, articulate, and promote a clear vision for the Children's Ministry
2. Teaching Ability—Has aptitude for working with children birth through grade 5 in teaching and management within the context of a Christian environment.
3. Public Speaking—Can provide training sessions for parents and volunteers and deliver valuable information impacting the Christian education of each child (birth through grade 5)
4. Organization—Can plan and create a curricular scope and sequence for Christian education at Grace Chapel from birth through grade 5 and prepare curricular materials in advance (following the scope and sequence) for use by volunteers in the Children's Ministry
5. Computer/Technological Skill—Have skills to utilize technology as to accentuate the Children's Ministry at Grace Chapel through computer programs, social media, web site, etc.

**Responsibilities:**

1. Develop a clearly defined vision and strategy for Christian education within the Children's Ministry and in accordance with the Christian Education Committee
2. Lead, recruit, train, and develop volunteers to follow the curriculum developed for the Children's Ministry following specific scope and sequence based on developmental needs of children (birth to grade 5).
3. Develop and implement strategies for family discipleship and work with parents and families to equip and empower parents/families to disciple their children.

4. Provide oversight, training & coordination of volunteers, planning, and preparation of curricular materials for all aspects of the Children's Ministry programming (birth to grade 5), including but not limited to:
  - Sunday School
  - Sunday morning, Children's Church
  - Wednesday Night programming
  - Specialized Classes (Topics to be determined based on Children's Ministry scope and sequence for parents, families, and/or children)
  - Outreach and/or Fellowship events (min. of 1 per quarter)
  - Family events and programming in conjunction with other work of Grace Chapel Madison (i.e. Children's activities and/or nursery coordination during a planned church event)
  - Vacation Bible School
  - Regular activities during summer months
5. Provide oversight to managing a yearly Christian Ministry budget and determining budgetary needs for the current and subsequent years to meet the desired vision.
6. Participate and provide support and leadership (when necessary) in all church-wide events, even if they do not directly affect the Children's Ministry.
7. Submit a monthly Grace Chapel newsletter article recapping Children's Ministry activities from the past month and detailing upcoming monthly activities.
8. Provide weekly (or as needed) social media posts to parents reflecting on Children's activities or reminders of upcoming opportunities.
9. Provide monthly updates to the Grace Chapel Madison (EPC) website to include a link and/or information in regards to activities or volunteering with the Children's Ministry
7. Share in the responsibility of ministerial responsibilities (i.e. visiting hospital to see children, parents, family members, or home visits, etc.)

**Other Expectations:** Grace Chapel Madison (EPC) staff members, including the Director of Children's Ministries, are expected to be regular church attendees for all services and are expected to volunteer in other areas of the church outside of the Children's Ministry.

Fulfill weekly office hours (10 hour weekly min.) for training sessions, parent and children contacts/meetings, curriculum planning, curriculum preparation, etc.