

DIRECTOR, Children's Ministry

6 months – 5th Grade

REPORTS TO: ASSOCIATE PASTOR

PART-TIME: 30 HOURS/Weekly

DIRECT REPORTS: ASSISTANT, CHILDREN'S MINISTRY

RELATES CLOSELY WITH: ASSOCIATE PASTOR / STUDENT MINISTRY DIRECTOR / WORSHIP DIRECTOR / ASSISTANT, CHILDREN'S MINISTRY / OFFICE STAFF

CHARACTERISTICS / KEY QUALITIES

- Demonstrates personal maturity and godliness as outlined in the fruits of the Spirit.
- Is theologically compatible with the Evangelical Free Church Statement of Faith.
- Is a member or will become a member of Faith Church.
- If married, has a marriage that should be a model of God's design.
- Has an excitement and commitment to the mission of the church.
- Demonstrates Christian commitment and Bible knowledge.
- Has a passion for children and an understanding of child development.
- Personable, approachable, and relational in demeanor

SKILLS/ABILITIES

- Multi-tasking
- Effective interpersonal and communication skills with leaders, staff, parents and children.
- Ability to use multiple forms of communication (written, verbal, nonverbal) in training sessions, one on one meetings, and follow ups.
- Office Administrative tasks which may include ordering supplies, maintaining calendars, creation of publications and certificates, data collection and reporting.
- Recruiting and Scheduling Volunteers
- Mentoring and Collaborating with peers
- Computer skills including daily use of Microsoft Word, PowerPoint, Excel, Outlook, Keynote and Dropbox.
- Has leadership experience (preferred)
- Early childhood training preferred; children's ministry experience required

PRIMARY RESPONSIBILITIES

Children's Ministry (6 months–5th Grade)

- Provide overall leadership and coordination of Sunday morning children's programming and childcare environments.
- Organize and oversee childcare for special services, seasonal events, and church-wide activities.
- Recruit, train, schedule, and shepherd volunteers, equipping and coaching them in classroom management and ministry best practices.
- Develop, implement, and distribute engaging curriculum for large-group and small-group worship settings (including preschool/Jungle Room), providing lesson plans at least two weeks in advance.
- Maintain safe, welcoming, and well-organized classrooms, including sanitation procedures, supplies, toys, and materials.
- Oversee check-in systems, ensuring accuracy, safety, and reliability.
- Ensure timely completion and communication of incident and accident reports.
- Prepare and coordinate snacks for toddler and preschool classrooms.
- Establish and oversee final room and security check procedures, delegating responsibilities as appropriate prior to worship.
- Support children and families in baptism preparation and spiritual next steps.
- Develop inclusive ministry strategies and lesson plans for children with special needs, and coordinate accommodations for seasonal and special events.

Events & Engagement

- Oversee and collaborate in the planning of key Children's Ministry events, including Fall Kickoff, holiday celebrations, FaithKids Worship, VBS, SuperStart Weekend, and other family-focused gatherings throughout the year.
- Prepare and distribute Christmas and Easter activity bags.

Administration & Communication

- Manage ministry supplies and purchasing.
- Track attendance and maintain accurate records.
- Oversee assigned ministry budget in collaboration with leadership.
- Actively participate in weekly Staff Meeting.
- Communicate regularly with families regarding programming, events, and updates.
- Partner with the social media team to create engaging content that reflects the heart and vision of Children's Ministry.
- Organize birthday cards and/or gifts for children.
- Supervise Children's Ministry Assistant – Delegate tasks as needed.
- Plan and implement volunteer appreciation efforts.