

DIRECTOR, Children's Ministry

6 months – 5th Grade

REPORTS TO: ASSOCIATE PASTOR

FULL-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)
- Children's ministry experience preferred and early childhood training preferred

PRIMARY RESPONSIBILITIES

Early Childhood (6 months – Age 5)

- Coordinate and oversee Sunday morning childcare programming
- Organize childcare for special services and church events
- Recruit, train, schedule, and support childcare volunteers
- Compile and manage lesson plans for ages 3–5 and provide plans two weeks in advance
- Maintain classrooms, sanitation procedures, toys, materials, and supplies
- Prepare and distribute snacks for toddler and preschool classrooms
- Ensure incident/accident reporting is completed and communicated appropriately
- Test and maintain check-in systems
- Conduct final room checks before attending worship

Children's Ministry (Kindergarten–5th Grade)

- Develop and implement a curriculum for large-group and small-group worship environments
- Prepare weekly lessons for both large and small group settings
- Recruit, inspire, shepherd, train, and empower volunteers to support the ministry vision
- Schedule and manage volunteers across children's ministry environments
- Provide classroom management support and coaching for volunteers
- Support baptism preparation for children and families
- Develop inclusive lesson plans and experiences for children with special needs
- Coordinate and support special needs participation during holiday and seasonal events

Events & Engagement

- Plan and support children's ministry special events including game nights, movie nights, Fall Kickoff, Christmas, Easter, and SuperStart Weekend
- Prepare and distribute Christmas and Easter activity bags
- Assist with seasonal and family-centered ministry initiatives
- Plan Family Events – Family Camp, Aquatic Center, Sledding, etc.

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
- Coordinate social media content related to 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