

Children's Ministry Director
Frontline Community Church

Summary

The Children's Ministry Director is a 4 days per week part-time employee (30 hrs. per week) at Frontline Community Church and is responsible to grow in his/her walk with Jesus as he/she leads the Children's Ministry Staff, and ministry leaders to develop and implement the mission and vision of the church through the Children's Ministry. He/She will report to the Pastor overseeing Children's Ministry.

Overview

The Children's Ministry Director is to be a spiritual leader in his/her spheres of responsibility so that he/she can effectively minister to the Children's Ministry staff and volunteers. In doing so, he/she will encourage and equip staff and volunteer leaders to develop a biblical worldview for their lives to share with parents and children. He/She will lead the Coordinators that make up the Children's Ministry staff. This person is responsible for the entire Children's Ministry to provide safe and effective programs to nurture spiritual growth

Responsibilities

1. Oversee and Train Children's Ministry Coordinators and Volunteers

- Oversee Children's Ministry Coordinators as they schedule, prepare, and execute Sunday morning ministries (including secure check-in/pick-up systems, emergency contact, and incident reporting).
- Collaborate with Coordinators to solve Sunday Program issues and implement solutions, including accommodations for students with special needs.
- Collaborate with Curriculum Coordinator to ensure the ministry executes gospel-centered, Christ glorifying curriculum each Sunday.
- Develop and implement resources (face to face and online format) to equip Children's Ministry coordinators and volunteers.

2. Oversee Sunday Program

- Meet and orient new families to the children's environments.
- Lead Coordinators, volunteers, students, and parents through safety or behavior incidents as the main point of contact as needed.
- Recruit individuals or families to join the Children's Ministry volunteer team.
- Field questions and concerns as the point of contact for all involved in Children's Ministry.

3. Oversee Event Children's Class Programs

- Schedule, set up, and staff rooms for any event with childcare (e.g. Membership Class; Tuesday bible studies, etc.)
- Train and develop non-Sunday childcare workers in safety, policy, and procedures for all events.
- Develop a mid-week children's ministry program to carry out in concert with Bible study ministries.

4. Lead the Student Safety System

- Execute the volunteer onboarding system, including sign up form, screening form, background check, and policy and procedures training.
- Plan, revise, and train the safety system, including incident, accident, and emergency procedures.
- Report incidents, accidents, and emergencies to overseeing pastor.

5. Implement Parent Discipleship Systems

- Develop and implement a system of trainings, events, and online content to equip parents to disciple students.

6. Budget and Weekly Meetings

- Plan and manage the Children's Ministry Budget and Childcare Budget.
- Maintain organized and updated Children's Ministry storage and supplies.
- Lead weekly Children's Ministry staff meeting to develop the Children's Ministry through prayer, strategic planning, and creative thinking as we seek to fulfill the ministry vision. Usually this is Wednesday morning at 10am.
- Attend weekly staff meeting. Usually this is Monday at 10:30am.
- Meet with the Pastor overseeing Children's Ministry 2x per month

7. Hours (30 per week)

Office hours: 10-14 hours divided between Monday and Wednesday

Sunday hours: 6-8 hours

Offsite hours: 0-8 hours

8. Special Events

- Oversee Christmas Eve and Easter Service Children's programs
- Oversee summer Vacation Bible School programs
- Oversee other special events as scheduled (could include but not limited to baptism workshop; choirs; movie nights; etc.)