Thanks for considering this position as the Children’s Ministry Director at Dive Christian Church. The search team and the Board have been praying for God’s best person for this important ministry. Average attendance at Dive CC is 150-200 on Sunday morning and we are blessed for a significant portion of that number to be children. This is a part-time position for someone who is looking to be fully engaged in the life of Dive Christian Church.

Dive Christian Church strives to connect members to God, to one another, and to the community, building resilient families one child at a time. We want to provide a nurturing, Christ-centered environment where children thrive, while providing a healthy climate for biblical learning and growing.

We have adopted a thoroughly Christian worldview where God is involved in our everyday lives. It is our priority to ensure that the children in our care feel safe, accepted, loved and most of all know His truth. We believe a solid foundation in the Word matters.

The Children’s Ministry Director will work to grow children spiritually through three main areas of ministry: Sunday morning Children’s Church, Wednesday Evening children’s programs, and special events. Biblical fidelity and excellence are essential in all areas of children’s ministry.

**Job Summary** – Oversee all aspects of children’s ministry at Dive with the goal of developing our children into those who love and trust Jesus.

**Accountability –** Work with the Pastor and Youth Pastor as a team to grow a healthy church, under the direct supervision of the Pastor via the authority of the Board.

**Must haves**

- A baptized follower of Jesus

- A heart to minister to children and their families

- Good interpersonal skills – An ability to develop trusting relationships with children and parents.

- Self-motivated – Capacity and desire to enthusiastically plan and execute programs and events

- Ability to clearly share the gospel with confidence

- Christian Character – Demonstrate character traits and life-style habits that are honoring to Jesus, biblically consistent, and safe & welcoming for children.

- Team player – Desire to work together with other staff to maximize kingdom impact

- Integrity – Ability to handle confidential information and avoid gossip

- Trustworthy – Ability to maintain a budget with transparency and accountability

- Approachability – easily engaged by children and adults

- Active membership – Become an engaged, active member of Dive

**Skills**

- Experience working with children’s ministry in an organized programmatic setting

- Capacity to maintain a social media presence that facilitates communication between families and promotion of ongoing children’s ministry activities

- Capacity to use the internet and online ministry tools in developing lessons and activities

- Experience with or willingness to learn Canva or comparable graphic design software

- Capacity to manage the Children’s Ministry budget with wisdom and transparency

- Verbal Communicator – capacity and willingness to confidently communicate with little people and big people

- Written Communicator – capacity and willingness to communicate in writing via newsletter articles, announcements, fliers, social media posts etc.

**Responsibilities and Expectations**

Theological

- agree to the Dive Christian Church statement of faith

- agree to the Dive Christian Church by-laws

- live a life of Christian devotion that our children can look up to and emulate

Administrative

- maintain schedules for nursery workers for Sunday morning and Wednesday evening

- maintain and update Children’s ministry pages on the Dive Website

- develop and maintain a presence on social media for parents

- Purchase curriculum for Sunday morning and Wednesday evening programs

- recruit and develop volunteers from within the congregation

Sunday morning (nursery through 6th grade)

- maintain nursery schedule for Sunday School and 10:30am worship hour

- personally run the children’s church program during the 10:30 worship hour

Wednesday evening (nursery through 6th grade)

- maintain nursery schedule for Wednesday evening

- personally run the Wednesday evening children’s program

Seasonal events\*

- Recruit childcare workers for special events

- Plan and run a VBS-type event during the summer months

- Promote summer camps for K-6 grade children. Attend one summer camp yearly

- Plan and run a special event like *Trunk or Treat* for families in the Fall

- Produce a Children’s Christmas program to be performed on a Sunday morning

- Produce a Spring-time program to be performed on Sunday morning

- Plan and run one family event each quarter

\*There is some flexibility concerning seasonal events. The Children’s Ministry Director may choose different events from those listed here. The purpose of special events is to engage the children and their families so that connections are made with each other and with God.

Leadership

- recruit and develop volunteers from within the congregation

- strive to learn and adopt the culture of the church by participating in and engaging in other ministries and activities outside of Children’s Ministry

- Coordinate with other staff members to maximize potential and share the overall ministry of the church

- encourage parents to participate in family events with their children

Work hours

- Participate in one staff meeting each week in the church office on Monday morning

- Work with children every Sunday morning

- Work with children every Wednesday evening during the school year

- Plan and execute seasonal and special ministry events and activities

**Salary**

We are able to offer a competitive salary based on experience.

**Benefits**

Flexibility – time spent in preparation for ministry may be performed at home or in the office

Paid time off – take off up to two Sundays or Wednesdays per year for family vacation or other scheduled leave

Extra compensation will be provided for summer camp chaperone work.