

# Children Ministry Director Task List

## **1) KICK SUNDAY SCHOOL (Pre-K to 4th Grade)**

Recruit volunteers and build a team of teachers, hall monitors and youth helpers  
Establish a schedule for teachers, coordinators, helpers  
Review and supply curriculum and supplies to KICK teachers  
Manage and review Safe Sanctuary and background checks  
Maintain, organize and order supplies in Sunday School Supply room and closets  
Upload weekly lesson to YouTube channel  
Teach the 9am KICK class  
Teach the 10:30am class when needed  
Be present to greet at 9 and 10:30am  
Set up for Sunday KICK -open doors, set up check-in, open classrooms, set up tv or sound system, supplies available  
Lock down areas after KICK  
Encourage/love and appreciate volunteer staff throughout the year  
Meet with volunteers as needed  
Purchase curriculum  
Building a youth volunteer group for KICK...connect to youth and schedule helpers in classes

## **2) KICK Club Wednesday Night**

Be present for KICK Wed night. Help where needed  
Set up for Wed night-sound system, check in, supplies, classrooms needed  
Recruit needed help and review safe sanctuary and background checks  
Lock down areas on Wed after closing  
Encourage/love and appreciate volunteer staff throughout the year  
curriculum/supplies needed for teachers  
Meet with volunteers as needed  
Plan Wed. night KICK family events

## **3) Communication**

Communicate through Remind with parents  
Connect new families and monitor the families that are connecting through Remind  
Communicate and maintain the Facebook page for children's ministry  
Callm, text, meet with families to foster relationships with parents / guardians, encourage, equip, and empower them  
Empower families and volunteers to minister to one another  
Check and respond to emails in a timely fashion  
Attend staff meetings  
Send birthday cards to children  
Connect with new families on Sundays  
Connect with Equip Pastor with communication of families needs/small groups offered  
Communication/connection of class offering for young families to attend  
  
Communication with youth pastor about space, time or other items directly relating to youth and children  
Communication with worship leaders as needed for in service opportunities  
Web page monitoring and updates  
Monitor Check-in registrations

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### **4) Event Planning**

Set-up events in PCO (Planning Center Online software) as needed  
Create slides/invites/registrations with QR codes from Canva  
Create/direct/oversee events for KICK  
Recruite, train, and equip volunteers (as teams as possible) for events and ministry activities  
Implementing and piloting new ideas for building family relationships  
Events include but not limited to VBS, Christmas, Easter, and Fall event  
Create video announcements as needed  
Sign permits and creating/ordering signs for events  
Create promo items such as t-shirts  
Third grade Bible presentation

### **5) Liaison**

Advisor, Supervisor to Nursery Supervisor  
Connect with MCP Director and teachers  
Children's Ministry Prayer Circle  
Bridge students to Outbreak

### **6) Administration**

Submitting Credit Card Log  
Maintaining a budget  
Requesting large items for FMT  
Submitting hours