

Cornerstone Global Methodist Church

Position Description – Children’s Ministry Director

Reports to: Senior Pastor

Supervises: Nursery Supervisor

Primary Purpose: To partner with families to lead children to become disciples of Jesus who fulfill the vision of our church to love God, love people, and serve both.

Work Hours Expected: Average 40 hours per week.

Payroll Status: Exempt, Full-Time Paid Staff - Salary

Minimum Maturity Level: Stable, mature Christian. Attends weekly worship, striving for holy living with devotions, study and prayer practices. Participation in an accountability group.

Spiritual Gifts: Administration, encouraging, leading, and teaching.

Talents and Abilities Desired: Strong passion to fulfill the Primary Purpose. Good organizational, planning and communication skills. Outgoing, energetic, warm personality. Encouraging & sensitive nature. Positive attitude that is confident and resilient. Able to create and maintain strong teams of volunteers.

Duties & Responsibilities:

- 1) **Lead KICK ministry** (Kids in Christ’s Kingdom: PreK-4th Grade, plus some engagement with 5th and 6th graders) - Design and implement age-appropriate children's programs, Christian education / worship concurrent to worship services, curriculum selection, and activities that align with the organization's values and beliefs.
- 2) **Lead KICK Club** - Design and implement age-appropriate children's programs, curriculum, and activities that align with the organization's values and beliefs for midweek gathering.
- 3) **Communication and Engagement** – Engage regularly with and foster relationships with parents / guardians, as well as work with the communication team to promote children's ministry activities within the congregation and the broader community.
- 4) **Event Planning** - Develop and oversee programs for Sunday school, midweek gatherings, holiday events, and special occasions.

- 5) **Liaison** - Serve as Advisor and Supervisor to Nursery Supervisor and work closely with Methodist Creative Preschool Directors and Teachers, Children's Ministry Prayer Circle and bridge students to Outbreak.
- 6) **Administration** - Manage the children's ministry budget, making responsible financial decisions in alignment with the organization's guidelines.

Employee Name (print) _____

Signature _____ Date _____