



POTTER'S HOUSE

COMMUNITY CHURCH

Director of Children's & Youth Ministries

1. PURPOSE

- 1.1 The purpose of the Director of Children's Ministries is to assist in carrying out the mission of Potter's House Community Church with special emphasis on ministry to children, youth, and families.
- 1.2 The mission of Potter's House Community Church is to help people be shaped by God to be followers of Jesus Christ.

2. RESPONSIBILITIES

- 2.1 Oversee the entirety of the children's & youth ministry of the church.
- 2.2 Oversee Sunday Morning children's ministry for newborns through Grade 6. Offering ministries geared towards the needs of each age group. Implementing a scope and sequence through curriculum will be essential for success of this ministry.
- 2.3 Recruit and develop children's ministry team members, shepherding them in how to work with the kids and point children to Christ. The director must be able to work well with volunteers and build a team to accomplish the goals of this ministry.
- 2.5 Be responsible for selection of curriculum for children's & youth ministries. Curriculum choices will be submitted to the Elder board for approval.
- 2.6 Develop and implement an effective system for check-in and check-out of Children on Sunday mornings.
- 2.7 Review and edit if necessary Children's Ministry Policies and Procedures of Potter's House Community Church. The Director of Children's ministry will be responsible for making sure that the policies and procedures are being followed including insuring background checks are completed on volunteers.
- 2.8 Develop and implement policy for childcare for church events outside of Sunday Mornings.
- 2.9 Assist the Pastor & volunteer teams in organizing and implementing outreach events geared for families for the purpose of advancing the kingdom and growing the church. (i.e. Family Fun Days, Kids Camp, Westside Daze)



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- 2.10 Manage budgets for Children and Youth: including making budget proposals to the finance committee and then operating within an approved budget.
- 2.11 Develop mid-week age appropriate programs for children and youth.
- 2.12 Assist in planting other churches throughout the Okanagan Region and the rest of Canada by helping provide our future church plants with well-equipped individuals to help lead children and youth in those plants.
- 2.13 The DoCYM will be called on to help with all aspects of ministry. In a small church everyone has to wear multiple hats in order for us to be effecting in accomplishing our mission. The DoCYM should be a team player willing to help out as needed.
- 2.14 The Director of Children's Ministries reports to the Pastor and the Elder Board.

3. QUALIFICATIONS

- 3.1 Character. The DoCYM should be a dedicated follower of Christ. In all his or her relationships and finances he/she must demonstrate self-control and integrity.
- 3.2 Knowledge. The DoCYM must be skilled in the content of the Word of God and in theology. He/ She will be responsible for guiding and teaching the next generation in the truth of the gospel. His/her character supports the message and the message must be true and straight. He/ she must be able to discern, protect, and proclaim sound doctrine.
- 3.3 Teaching. The DoCYM should be skilled at engaging children and conveying the truths of scripture in a way that the children and youth can grasp and will hold their attention.
- 3.4 Desire. The DoCYM should desire to see Potter's House grow and thrive. He/she should recognize that it will take time for Potter's House to grow and should plan on being a part of the ministry for the long haul.
- 3.5 Organization. Although the DoCYM must be able to relationally engage children, parents, and volunteers in an authentic and genuine way, ministry involves a great deal of tasks, planning, and communication. For that reason, the DoCYM must possess sufficient administrative skills and be willing to do all the behind the scenes work needed for the ministry.

4. Compensation

- 4.1 Compensation will be determined based on candidate's education and experience.