
Children's Ministry Director

Sample Job Description

Title:	Children's Ministry Director
Status:	20 hours/week; additional hours for Summer Camp Ministries
Reports to:	Lead Pastor
Purpose:	To oversee Children's Ministry at [Church Name]
Specific Duties:	<p><u>Oversee Sunday Children's Ministry</u></p> <ul style="list-style-type: none">- Provide a weekly Bible-based children's program during Sunday morning Service, working with volunteer children's ministry workers.- Prepare a weekly Sunday Service children's time prior to their dismissal in coordination with the Worship Leader. <p><u>Oversee and Coordinate the Children's Ministry Team</u></p> <ul style="list-style-type: none">- Recruit, coordinate and train Children's Ministry Workers- Ensure workers are properly screened and trained in [Church Name]'s child protection policy. <p><u>Administration of Children's Ministry</u></p> <ul style="list-style-type: none">- Oversee Children's Ministry curriculum, resources, files, procedures and budget.- Provide a safe and clean environment for children.- Maintain accurate records relating to Children's Ministry at [Church Name]. <p><u>Oversee Summer Camp Ministries</u></p> <ul style="list-style-type: none">- Lead and coordinate staff, resources, schedule and budget
Skills Required:	<p><i>Biblically Grounded:</i> able to research and select curriculum, songs and other resources that is firmly rooted in the Bible.</p> <p><i>Leadership Ability:</i> able to recruit and lead staff, oversee weekly ministries, and coordinate camps.</p> <p><i>Passion for Children's Spiritual Growth:</i> must have a passion for helping children trust in Jesus and grow in their walk with Him.</p> <p><i>Equipper:</i> committed to resourcing, training and encouraging parents as the primary disciplers of their children.</p> <p><i>Good with Children:</i> strong skills for interacting with children.</p> <p><i>People Skills:</i> effective at interacting with staff, parents or guardians, and church attendees.</p> <p><i>Organized:</i> Able to coordinate people, plans, resources, and meetings.</p>
Other Requirements:	Must be in agreement with [Church Name]'s Statement of Faith, Vision and Staff Lifestyle Policy, without reservation.

Our Vision is to be [Church Vision and/or Mission Statement]