**Job Description: Children's Ministry's Director**

**Purpose:**

The primary purpose of the Children's Director is to introduce children to Christ; to disciple them in spiritual growth; to train them in serving Christ with their life. Partner with Parents to "train up children in the way they should go so that when they are old they will not depart from it!" - Proverbs 22:6.

**Reports:**

Directly to the Lead Pastor.

**Position:**

This will start out as a part-time paid position with the expectation of going full-time as the church grows. At this time, the Children's Ministry's Director spends the entire camp season at camp as part of the Oklahoma District Children's Ministry Leadership Team.

**Responsibilities:**

* Responsible for all things kids Birth - 6th grade.
* The oversight and leadership of the Children's ministries that include: Girls Ministry, scouting programs, Nursery, Children's Church, and Special Events and Presentations.
* Choose and prepare curriculum for each program and each age level. Eventually coordinate a bus ministry and community outreach for kids. Recruit, train, pray for, and involve children's ministry volunteers.
* Responsible for running background checks on all Children's Workers.
* Create and effectively manage the ministry's budget.
* Maintain ministry's section on website.
* Communicate consistently with parents as well as provide the tools they need for spiritual leadership.

**Other duties as required. Expectations:**

* Should be ever conscious of the need for confidentiality. Should exercise discernment and wise judgment.
* Should be a self-starter, good at multi-tasking and prioritizing projects.
* Maintain personal spiritual development through Bible reading, prayer, and Christian community.
* Arrive early prior to the beginning of any scheduled event to ensure the necessary support staff and items are in place.
* Attend worship services, prayer service, and special meetings.
* Stay current with children's ministry practices by reading, attending leadership conferences, etc.
* Group trip paperwork in order (parental permission slips, leave a list of students traveling at church, students accounted for)
* Preach and teach on occasion in the absence of the Lead Pastor.
* Engaging teacher, with a strong biblical background, who is in agreement with Fundamental Truths and Statement of Faith of our denomination.
* Recruit, train and disciple volunteer staff with diverse gifts and personalities.
* Maintain contact with students and parents, keeping them informed of ongoing activities. Keep parents updated.
* Assist in the development and oversight of the children's ministry budget; also manage student fees for events and trips in a timely fashion.
* Participate as needed or requested in the evaluation and development of the overall church ministry.

**Qualifications:**

* Authentic relationship with Jesus Christ as Savior and Lord.
* One who exhibits a personal and growing relationship with God, a teachable   
   spirit, and a healthy family life.
* Gifted and is called to children's ministry, loves young people, and has a passion for evangelism and outreach, both personally and at the ministry level.
* Love and respect for people. Ability to organize, coordinate.
* Sense of humor and positive attitude.
* Strong team player with the rest of the staff and congregation. Committed to the church's vision, leadership, and people.
* Dependable, responsible, self-motivated and creative.

# Responsibility For All Staff To The Church

1. All staff will do to their best to uphold pastor's vision for church.
2. All staff will be completely loyal to pastor.
3. Staff must be faithful to all church services & functions.
4. Staff must be active in altar times for themselves and also for the people they have charge of.
5. All staff will generally be involved in all church functions.
6. Each staff member must always have the church at heart & always be an

open advocate for the church, never smearing the name of the church or its leadership.

1. Faithful, in their church attendance & giving.
2. Faithful, to preach & teach the full Counsel of God’s Word.
3. Must be faithful, as Gods role model.
4. Must be faithful, to uphold holy standards.
5. Willing to give extra of themselves if need be to advance the kingdom of God.

**Remember:** These guideline & job descriptions for staff are set by the pastor and they are not merely suggestions for anyone just to consider, but they are requirements to serve on staff at our church.