

Director of Children's Ministries-Example 1

JOB DESCRIPTION: Intentional Faith Formation: Families with Young Children, 2008

Mission For The Position:

- To expand and improve the ministry with families with children through 3 years of age – including outreach, intentional faith formation, pregnancy and newborn support, new-parent training including baptism counseling, opportunities for fellowship and service.
- To provide safe, nurturing child care for all approved church activities.

General Description Of The Position:

- A part time professional member of the Pastoral/Program/Administrative Staff.
- Employed and discharged by the Staff Parish Relations Committee after consultation with the Pastor/Chief of Staff.
- Annual staff review is conducted by the Staff Parish Relations Committee, or their designee.
- Directly responsible to the Director of Children's Ministry (now Church Business Administrator with dotted line to Senior Pastor).
- Financial compensation is salaried and based on a typical workweek of 20 hours (Sunday mornings plus weekday), which includes attendance at staff meeting.
- Vacation time is flexible and coordinated with the Church Business Administrator.

Basic Qualifications For Position:

- A personal maturity and Christian commitment to ministry that offer trustworthy, caring relationships, the sharing of one's God-given gifts, talents and abilities, and integrity of word and action.
- Leadership qualities in administration, including the ability to direct and work harmoniously and creatively with all levels of church staff and lay volunteers.
- Ability to learn our office procedures and equipment.

Responsibilities would include but not be limited to the following as we all nevertheless recognize that all staff are to be available to help where needed for the cause of Christ and the advancement of His Church. A servant attitude is part of all staff performance plans:

- Schedule and supervise childcare workers for church scheduled events.

- Collect timesheets and process payroll for childcare workers; timesheets are to be given to Church Financial Administrative Assistant in a timely fashion.
- Work with Director of Children’s Ministries to monitor budget expenditures.
- Indicate responsibility to all parents who leave their child in nursery care at the church.
- Continually assess childcare process and re-establish, if needed.
- Create and maintain an updated bulletin board for the nursery (parent info., baptisms, birthdays, new babies).
- Create and maintain a “staff information board” for childcare workers.
- Work with Church Administrator to ensure proper supplies, materials, and cleaning schedules are maintained and inform church administrator and/or custodian of needed maintenance in nursery.
- Review and revise (when needed) parent packets / create “new parent” packets.
- Talk with new visitors to the church, and provide information about the nursery, etc., and give visitors a follow-up call after their first visit.
- Establish relationships and visit “new” parents (provide packet to include baptism info., etc.)
- Re-establish and/or establish guidelines for the nursery and workers. Keep these posted.
- Contact and provide a rose bud on the altar for new babies of the congregation (3rd Sunday of each month).
- Help create and recruit volunteers for a new 2s and 3s Sunday school program.
- Research and plan parenting events (quarterly)
 - Family fun days, park trips, pool trips, radi-jazz, library, etc.
- Create correspondence when necessary for the church newsletter.
- Organize a quarterly “mommy get together” event.
- Attend staff meetings when necessary.
- Other duties as assigned.

- Future:
- Super siblings classes
- Parenting seminars
- Weekday evening children’s classes
- Play therapy license