

## Children's Ministry Position Description

**Position Title:** Director of Children's Ministry

**Reports to:** Family Minister and Senior Minister

**Work Requirements:** Part time, 30 hrs/week including Sunday mornings, Wednesday evenings and all Children's Ministry events; attend staff and session meetings as appropriate.

**General Function:** To provide for the nurture and spiritual growth of children from birth through grade 5, by developing and implementing programs of ministry that are approved by the session and building and maintain relationships with and among children, parents and volunteers. Works closely with Children's Ministry Team

### Essential Functions:

- Plans, implements and coordinates all programs for Children's Ministry including but not limited to: Sunday school, social and service events, Wednesday night programs, VBS and worship education. Schedules special events at least once a month.
- Ensures that appropriate safety and security procedures are established and followed in all departments
- Oversees and coordinates the activities and classes for the church's preschool and elementary children.
- Recruits, trains and supports nursery workers and children's ministry volunteers
- Plans, implements and coordinates all programs for Children's Ministry including but not limited to: Sunday school, social and service events, Wednesday night programs, VBS and worship education. Schedules special events at least once a month.
- Ensures that appropriate safety and security procedures are established and followed in all departments
- Communicates effectively with church staff, parents and volunteers, including conducting effective meetings and producing newsletters.
- Works with the congregation to integrate children into the whole life of the church.
- Helps parents nurture their children as specified in their child's baptismal vows.
- Serves with the church staff team
- Willing and able to implement new programs with vision and strong leadership
- Possesses advanced computer skills: Excel, power-point, graphics, e-mail.

### Desired Personal Characteristics

- Knowledge of the Bible and of Reformed Theology
- A heart, passion and love for children
- Baccalaureate Degree from an accredited college or university (Christian Education or Early Education preferred) with knowledge of child development.
- Excellent organizational and communication skills, with both children and adults
- A desire for continuing professional growth
- A strong and growing personal commitment to Jesus

### Effect on End Result:

Bringing up children in the Christian faith is a vital ministry in the church. If done well, children will grow in faith and parents will be supported in their faith and parenting journeys. Volunteers will feel empowered and valued. The church as a whole will understand and support the children's ministry program as vital to its existence.

# **Children's Ministry Advertisement**

June 30, 2009

## **Director of Children's Ministry**

**Bachelor's Degree: Early Childhood preferred  
Experience desired; references necessary.**

**30 hours week: includes Sun. AM, Wed. night and  
children's ministry events**

**Fax, e-mail, or mail resume to  
770-287-1397**

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**Gainesville, GA 30501**

**Application deadline: July 17, 2009**