



## **Position Description: Children's Ministry Director**

Page 1 of 2

The Children's Ministry Director will oversee all aspects of the Children's Ministry, seeking to inspire children with the knowledge of God's love, to nurture children within the church body and to reach out into the community. The Director will implement creative events that help children grow spiritually, emotionally, and relationally to other children and adults.

### **Job Qualifications:**

#### **1) General**

- a. Must desire and actively pursue spiritual maturity through personal spiritual disciplines and practices, and regular church attendance.
- b. Must meet biblical qualifications for church leadership as per 1 Tim. 3, Titus 1, and 1 Pet. 5.
- c. Must represent Grace Bible Church in a positive way both on-duty and off-duty, displaying Christian behavior in both personal and professional settings.
- d. Must be a member in good standing of Grace Bible Church
- e. Must have good people skills, displaying a relational style of leadership and ministry
- f. Must be committed to a team approach to ministry
- g. Must be able to focus and remain calm under pressure.
- h. Must be committed to Grace Bible Church's doctrine, vision, values, and teaching positions
- i. Must display a joyful spirit and good sense of humor
- j. Must be flexible in work schedule
- k. Must possess a valid California driver's license
- l. Must be a self-starter; able to work without direct supervision

#### **2) Specific**

- a. Must have a heart and passion for children.
- b. Must love children and demonstrate patience in dealing with them.
- c. Must work well with other staff, volunteer workers, parents, grandparents, and children.

### **Specific Duties and Responsibilities:**

#### **1) General Children's Ministry Functions**

- a. Recruit, train and schedule Children's Ministry workers, including childcare staff and volunteers for MOPS and other scheduled activities, ensuring all programs and events are sufficiently staffed.
- b. Select curriculum for Sunday School program and VBS, preparing materials for teachers and other volunteers.
- c. Plan and promote an annual Summer Blast (VBS) program, recruiting and training a team of volunteers to prepare materials, decorate and implement the program.
- d. Work with other ministry leaders to coordinate facility usage.
- e. Determine short-term and long-term goals for the children's ministry.
- f. Develop and mentor a team of volunteers to serve as leaders for various aspects of children's ministry.



## **Position Description:** Children's Ministry Director

Page 2 of 2

- 2) Ministry Support
  - a. Work with the Youth Director to organize and co-ordinate quarterly family events.
  - b. Work with the office and other ministry leaders to co-ordinate activities and facility usage.
- 3) Administrative
  - a. Prepare and submit bi-weekly time sheets to the office, showing hours worked.
  - b. Prepare and submit monthly reports
  - c. Prepare and submit annual budget proposals
  - d. Oversee the expenditures of the budget allocated towards children's ministries
  - e. Attend weekly prayer and staff meetings as assigned (Generally Tuesday 9-2)
- 4) Other duties as assigned

### **Physical Requirements:**

Job will occasionally involve light lifting.

### **Work Schedule:**

- 1) Typically 9 AM to 12 PM Sunday, with additional hours as needed to prepare for Children's ministry activities. Schedule will vary at times, according to church programming needs, such as VBS. While the salary is based upon a projected 12-hour work week, the actual number of hours required during any given week are those needed to fulfill the responsibilities of the position.

### **Supervision:**

The Children's Ministry Director reports directly to the Pastor