

Position Description

Title:	Director of Children's Ministry
Position Status:	Full Time; Exempt, not eligible for overtime
Team:	Family Ministry
Reports to:	Clergy Associate for Family Ministry
Compensation:	Competitive salary and generous benefits
Effective Date:	December 1, 2022

POSITION SUMMARY

Create a culture of discipleship for children aged birth through 5th grade, with the aim of bringing them to faith in Jesus Christ and into further growth and service as believers. Plan, supervise and execute Sunday morning children's activities. Foster smaller gatherings among kids. Recruit, develop and direct a team of volunteer leaders and oversee paid childcare workers. Lead and implement special events and summer programs. Support special church services. Ensure best use of resources to achieve ministry objectives. Work on the Family Ministry team (which includes Clergy Associate for Family Ministry, Director of Student Ministry and Young Children's Wing Assistant) and assist in Family Ministry goals alongside the Student Ministry Director.

DUTIES AND RESPONSIBILITIES

Implement and support team's ministry plans

- Oversee Sunday morning children's ministry programming with special emphasis on K-5th.
- Schedule K-5th Foundations and children's church teachers with partial support from Young Children's Assistant.
- Serve 2-3 times a month as weekend point person for leaders who require substitutes.
- Build relationships with and pray for children, their families and volunteer leaders.
- Partner with the Young Children's Assistant to ensure consistent and safe programming for the Young Children's Wing, which may include scheduling of Young Children's Wing adults and teens on an as needed basis.
- Develop, evaluate, purchase and plan the curriculum that will be used on Sunday morning and during other special church or children's ministry events.
- Adhere to church financial policies and keep track of ministry budget with guidance from Clergy Associate for Family Ministry.
- Curate toys and other Children's Ministry resources and oversee purchase, distribution and use of all equipment and supplies (snacks, art supplies, etc.).
- Enforce child protection policies, lead safety training sessions as necessary and work with Clergy Associate for Family Ministry and the Young Children's Wing Assistant to make sure all safety requirements are fulfilled.

Work with staff, volunteers and children

- Recruit, train, supervise, develop, thank and pray for teams of volunteers with the skills needed to effectively minister to children in the Young Children's Wing, K-5th children's church and during the education hour.

- Plan and provide weekly/monthly communication to facilitate positive relationships with all key groups, which include children, family members and leaders on an as needed basis, vendors and other Holy Trinity staff members, including the Director of Communications.
- Foster smaller, age-specific gatherings and mentor relationships for young children in conjunction with parents.
- Participate in all church staff meetings as well as meetings with the Family Ministry team. This may include weekly planning meetings, bi-annual planning retreats and other trainings as needed.

Special events, staff projects and week-long summer camp

- Plan and run special events—i.e., week-long summer half-day camp—as well as Children’s Ministry programming for special events in the life of the church in conjunction with the Family Ministry team.
- Create discipleship material for parents and families based on needs.
- Foster awareness of ministry results, provide reports as requested.
- Perform other duties as assigned by the Clergy Associate for Family Ministry.

POSITION REQUIREMENTS

- 3-5 years experience in children’s ministry or education;
- BA in related field; combination of education and experience may be considered; some specialized training in children’s ministry and/or theological education preferred
- 2+ years experience leading a team of volunteers
- 2+ years experience serving in a church setting
- Works well on teams and is a team player
- Must be willing to work weekends
- Strong administrative skills
- Relationally savvy
- Self-starter
- Orthodox Christian
- Enjoys spending time with children and leaders
- Must be able to lift 40 lbs.
- Basic office technology skills (*Microsoft Office - Excel, Word, Publisher, Outlook, PowerPoint*)
- Satisfactory background check and references