

Children's Ministry Director

Campus: Greenbush

Position Reports to: Lead Pastor

Position Status: Full time

Position Purposes: To coordinate and oversee all aspects of the Children's Ministry

Principle Responsibilities Breakdown:

55% Leading and overseeing the Children's ministry

15% Collaboration with the Kids' Celebration ministry champion and other staff

15% recruiting volunteers

15% attending meetings, retreats, and vision planning

Principle Responsibilities:

Leadership:

- To seek the Lord and determine the vision and direction of the children ministries at the Greenbush Campus in collaboration with the lead pastor and Kids' Celebration ministry champion.
- To have authority and responsibility for decisions and problems within the children's ministry at the Greenbush Campus.
- To provide oversight of all ministries under the auspices of children at the Greenbush Campus.
- To be responsible for budget preparation and expenditures.
- Oversight of the Sunday to Sunday operation of the Kid's Celebration.
- To grow and develop a healthy vibrant children's ministry, developing an invitational and reproducing culture.
- To create a Christ-Centered culture which focuses on service and applies Biblical truths to everyday life.

Collaboration:

- To plan and implement the yearly events and themes within the children's ministry at the Greenbush Campus.
- To work with the other staff members to plan and implement campus-wide and church-wide mission, vision and strategy
- Align my ministry with church wide ministry direction

Recruiting:

- To identify and develop leaders/contributors for Kids' Celebration.
- To pray for teams and individuals who minister with children at the Greenbush Campus.

Specific Responsibilities:**Meetings:**

- Attends regular campus staff meetings and monthly all staff meeting.
- Meets weekly for check-in with the lead pastor.
- Attends all staff retreats, yearly and quarterly ministry planning sessions as well as all leadership meetings.
- Attends weekly meetings with Kids' Celebration champion and Kids' Celebration ministry directors.

Communication:

- Adopt a "No Surprises" communication philosophy.
- Ensures quality of communication and media produced by attention to typos, errors, and overall quality.
- Keeps the Lead Pastor informed of positive happenings and problems that would be of concern to him.
- Ensures that relevant information is effectively communicated throughout the children's ministry and to participating families.
- Submits graphic requests for Children's Ministry events to Central Communications.

Sundays and Volunteers:

- All Kids' Celebration operations.
- Setting up and maintaining ALL Kids' Celebration spaces (classrooms, check-in, children's worship, etc.)
- Implement start-up procedures for the children
- Make sure all necessary positions are filled with qualified volunteers.
- Ensures that all worker's applications and screenings are completed.
- Monitor record keeping and attendance.
- Enforce security policies and procedures.

Events:

- Organize in coordination with Greenbush staff any campus-wide events that have children as the focus, i.e. Community Eater Egg Hunt, midweek art classes, service projects, etc.

Overall:

- Develops teachers, small group leaders and leaders of ministry teams.
- Consults with Lead Pastor to make decisions about facility or space requirements for the children's ministry.

- Handles discipline problems within the children's ministry.
- Develops a culture of appreciation for volunteers/contributors.
- Quality control and policy accountability oversight of Childcare Coordinator who manages all aspects of childcare for Core classes.
- Is committed to personal and professional development in this role.

Development of Relationships:

- Meets regularly with key volunteers/contributors (especially those in leadership positions) both in formal meetings and inform settings to build relationships with them and help them grow closer to Jesus.
- Acts as a mentor and role model for other children and student ministers by setting an example of godliness and excellence.
- Builds appropriate relationships with other staff members and encourages teamwork between all ministries within the church.

Role Requirements: The right person for this role will possess the following qualities and skills:

- Faith:
 - Required:
 - Mature Christ Follower
 - Grace Membership
 - Desired:
 - Christ Follower for 5 years or more
 - Grace Membership for 3 years or more
- Gifts:
 - Required:
 - Administration
 - Leadership
 - Desired:
 - Mercy
- Skills:
 - Required:
 - Excellent interpersonal skills, including dealing with the public as well as the staff and congregation.
 - Desired:
 - A strong team player
- Experience and/or Education:
 - Required:
 - High School Diploma/ GED or higher
 - Some formal training in childhood education.
 - Desired:
 - College degree in childhood education