



CITY  
CHURCH

# Children's Ministry Director

FLSA Status: Non-exempt

Reports to: Pastor of Worship and Families

Work hours: Part-time (20 hours/wk)

## Job Overview

The Director of Children's Ministry leads and oversees City Church's ministry to children, which seeks to partner with families to teach our children that Jesus is the way and the truth and the life, and to model what it means to have a personal relationship with Jesus Christ.

## Responsibilities and Duties:

### *Ministry Scope and Structure*

- Oversee the general ministry to children at City Church, Sunday morning children's programming, special services/events, and outreach initiatives
- Research, organize, and implement curriculum for all children's ministry age groups
- Plan and regularly evaluate the scope and structure of children's ministry, including age ranges, classroom placement, graduation policies, etc.
- Establish and implement a discipleship pathway for children at City Church
- Resource and equip parents to disciple their children (collaborate with Pastor of Worship and Families)
- Ensure thorough and efficient communication with parents regarding updates and curriculum details
- Maintain and update a Children's Ministry Manual and Child Protection Policy

### *Children's Ministry Team*

- Lead the Children's Ministry volunteer team through excellent communication, planning, and vision casting
- Schedule volunteers for regular Sunday morning and special service programs (or delegate to a volunteer leader)
- Grow and develop the Children's Ministry team through recruiting and training. Perform background checks, screen and orient new team members, and provide regular training for the entire team
- Support and equip volunteers by giving encouragement, feedback, and demonstrations of appreciation

### *Administrative/Other Responsibilities*

- Organize and co-teach Foundations of the Faith for Kids class as needed up to 2x per year (prerequisite for children interested in baptism and communion)
- Oversee Children's Ministry budget
- Attend weekly staff meetings and annual all-leader retreat
- Organize childcare for all City Church events as needed

### **Qualifications:**

- Love for Jesus and the gospel that is shored up by consistent engagement with the spiritual disciplines and corporate worship
- Love for children's ministry and passion for the gospel-centered, grace motivated development of faith and Christlike character in the lives of children
- Energetic and enthusiastic leadership
- Demonstrated people and teamwork skills
- Strong ability to process, prioritize, and complete tasks in a timely fashion
- Strong organization and communication skills
- Effective verbal, writing, and editorial skills; proficiency in English
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) and Google Apps (Gmail, Calendar, Drive)
- Willingness to learn and use Planning Center, Realm, and other City Church web and software applications
- Caring attitude, high integrity, and a reputation for maintaining confidentiality
- Experience in children's education is a plus, but not required

### **Requirements:**

- Committed to a personal, growing relationship with Jesus Christ that is marked by Christian faith, repentance, fruit of the spirit, godly character, and biblical knowledge
- Committed member or participant intending to become member at City Church
- A.A., B.A., or B.S. from accredited college or university

### **Scheduling:**

- Core, in-office hours will be 11:00 AM to 4:00 PM on Tuesdays, 11:30 AM - 12:00 PM on Thursdays (for weekly check-in meetings), 8:00am to 12:30pm on Sundays [10 hours]  
*Core hours potentially flexible based on availability*
- The remaining hours will be flexible week-to-week, depending on the demands and necessities of that week's schedule (working remotely is a possibility)

## **Compensation & Benefits:**

- Hourly Wage: \$17-\$20 / hr
- 403b Retirement (3% Employer Base Contributions plus up to 3% Employer Matching Contributions)
- Choice of either Health Stipend or Employer-Paid HSA Contributions
- Vacation, sick, and holiday paid time off
- Cell phone stipend