

Children's Ministry Director Job Description

Purpose:

To serve as a staff member of Willow Creek Presbyterian Church, working with a gifted volunteer team to provide a safe, engaging, gospel of Jesus Christ centered ministry for children (age three through 5th grade) and their families.

Staff Member:

- Attendance and participation during staff meetings
- Regular coordination and communication with the Pastor of Families and Connections
- Regular coordination and communication with the family ministry staff (i.e. nursery & student ministry)
- Consistent attendance and participation during Sunday morning worship
- Prepare the annual children's ministry budget, with help from the pastoral staff and if necessary, session

Working with Volunteers:

- Build healthy relationships with existing children's ministry team volunteers
- Recruit and develop new children's ministry team volunteers
- Train all children's ministry volunteers on a yearly basis
- Equip children's ministry volunteers for success including the sending of weekly reminders to those who are serving, writing thank you notes/emails, following up with volunteers regarding their time in which they served in the children's ministry
- Lead a yearly volunteer training

Safety:

- Provide background checks for all volunteers (18+) and will monitor the status of all volunteers to confirm that these checks are current
- Coordinate with our *Walking Tall* team along with other staff and volunteers at WCC to ensure that there are appropriate safety measures in place to protect our children during the time in which they are on WCC property
- Comply with our safe practices and policies procedures
- Develop a warm and guest-oriented check-in & check-out process that works with families to ensure the safety of their child(ren) during their time with the children's ministry at WCC

Engagement:

- Prepare and organize all necessary items for ministry to be accomplished on Sunday mornings, Wednesday Nights, VBS, and other seasonal events (i.e. making copies, attendance sheets, supplies, volunteer badges, take home handouts, etc.)
- Oversee and lead in the set-up, execution, and tear down of Sunday morning children's ministry, seasonal Wednesday night children's offerings, VBS, and other seasonal children's ministry events

- Oversee and lead outreach events designed to serve children and families inside and outside of the WCC congregation. These would include but are not limited to: VBS, Family Skate Night, Family Movie Night
- Seek opportunities to engage with associate ministries of WCC including: *Awana, Home Educators, Pre-School, Scouts, Casselberry Summer Camp, Side by Side*
- Oversee a yearly Communicants class. Communicants is designed for 4th-5th grade students who actively participate in our children's ministry, and who desire to participate in communion and potentially includes their baptism (as many have not been previously baptized)

Gospel Centered:

- Gospel centered, reformed curriculum is what we desire to use with all children's ministry resources (i.e. *Gospel Story, Jesus Storybook Bible, God Loves Us, The Gospel Project, etc.*)
- All curriculum requests will be directed to the pastoral staff and if necessary, the Session

Accountability:

- Direct Reporting to Pastor of Families and Connections
- The session will monitor the CMD's progress after the first 90 days, at 6 months, and after 1 year
- Annual Performance Review with Senior Pastor and Pastor of Families and Connections

Qualifications:

- Have a personal, active, and growing relationship with God through Jesus Christ
- Be energetic, warm, and able to share the love of Jesus to children and their families
- Highly relational, someone who seeks to build and foster relationships with church members, attenders, and guests from our larger community
- Actively works on a healthy work and family balance
- Knowledge and experience in teaching the Bible. Able to communicate the truth of the gospel at an age-appropriate level
- Functions in a professional work setting, understands the importance of meetings and deadlines

Compensation:

- Full-time position, compensation commensurate with experience
- We will provide a computer, work space, children's ministry storage areas, and other appropriate items to be a successful children's ministry director.

Experience:

- Post-high school education, Christian education, children's ministries experience preferred
- Doctrinal compatibility with the Presbyterian Church in America (PCA)

Application Procedure:

- Submit cover letter, resume, references, and brief statement of faith by email to Molly Labby: mlabby@willowcreekchurch.org.
- If you have video samples of you teaching children and/or of children's ministry events you've planned or directed, please include links to these as well.
- We will confirm receipt of your materials within one workweek. If we would like to speak with you further concerning your candidacy, a member of our team will contact you directly.