

Church of Christ at Manor Woods
Director of Children's Ministry
Job Description

Position Summary

The Director of Children's Ministry provides leadership and management for the Children's Ministry at the Church of Christ at Manor Woods (infants through 5th grade) and develops programs to enhance family participation with their children. Manor Woods offers full programming on Sundays (averaging 40 children/week), and other special events. The Director of Children's Ministry is responsible for oversight and coordination of all areas of children's ministry and helping to develop more family worship and events. The key responsibilities for this position are training church members to minister to children, coordinating volunteers, providing biblically sound teaching, and equipping parents to guide the spiritual development of their children. The vision is to lead all children to know Jesus Christ through Bible study and development of prayer in their life. The position would also involve enhancing family devotions, worship and developing good family spiritual dynamics. The Director would partner with parents in teaching children and families what it truly means to be a disciple of Jesus. Manor Woods is a multi-cultural and diverse congregation which requires attention to creative ways to engage all of our children and families.

Accountability

The Director of Children's Ministry reports directly to the Senior Minister and is overseen by, and responsible to, the elders of the congregation.

Responsibilities

Children's Ministry

- 1) Recruit and supervise volunteer personnel for the children in Sunday School, Children's Worship and Evening Activities (infants through 5th grade), and any related Christian Education areas as necessary:
 - Help determine and implement curriculum;
 - Develop and train volunteers and workers;
 - Be a visible presence and point of contact for families;
 - Assist in setting calendar of events and scheduling of volunteers;
 - Promote key events through special mailings, social media, and church bulletin;
 - Assist with some opening, greeting, and set-up of ministries;
 - Lead training meetings each year with this team for prayer, encouragement, and planning;
 - Maintain database with children's information;
 - Develop and maintain a "Teacher Approval List."
- 2) Coordinate Sunday School classes for children.
- 3) Plan special outreach events at key times such as Christmas and/or Easter.
- 4) Lead summer outreach ministry for children.

- 5) Work to build morale and skillset among the volunteer teachers: listening, being available to talk when needed.
- 6) Ensure each volunteer has a copy of and understands the Children's Guidelines. Also ensures all of children's ministries operate according to approved policies and procedures.
- 7) Help children be enthusiastic and engaged at church: attractive classrooms, being available to welcome children on Sunday mornings, special events, etc.
- 8) Actively work with other staff for periodic family worship opportunities for all ages that incorporate the entire congregation.
- 9) Develop an atmosphere where the entire congregation has an opportunity to be involved with the children's programs.
- 10) Focused transition of 5th graders into the youth programming and not just a handoff, in coordination with the Youth Minister. This requires collaborative interaction between both Ministry areas to accomplish the desired outcomes.

Staff

- 1) Care for families of the church.
- 2) Attend the weekly staff meeting and provide regular updates to elders/leadership.
- 3) Be available for meetings with church families as necessary.
- 4) Prepare budget and review continually for adherence to expenditures being within the budget.
- 5) Demonstrate a team attitude as interaction with other Ministry areas is crucial for a cohesive and aligned staff.

Qualifications

- A love of children with a passion for them to learn about, love, and accept Jesus as their personal Savior.
- A clear Christian testimony, along with a desire to grow in grace.
- Alignment with the church's vision, [mission](#), and core [values](#).
- Willingness to lead others under the leadership of the Senior Minister.
- Strong communication and coordination skills.
- Energetic and engaging personality that is infectious for volunteers, parents and children to desire to participate fully in the program.
- Experience or ability to recruit volunteers to teach and lead many aspects of the Children's Ministry area.
- Minimum of bachelor's degree (preferably in Children's Ministry, Bible, Education, or other areas of similar focus).

Hours

- The Director of Children's Ministry is a full-time position, with allowance for telework approval from the Senior Minister.
- For an appropriately qualified candidate, consideration could be given to a part time position with some duties being given to others, at the discretion of the Elders.

Position Specifics

- An onboarding group will assist in the transition of the new hire into the position.
- Understand that this position description is not static, and responsibilities can change as congregational needs change.
- Starting salary range is \$50,000 to \$60,000 dependent on education and experience for a full-time position.