

Job Description: Children's Director with Administrative Duties

May 14, 2023



The Children's Director role is considered a full time position with administrative duties included. The Children's Director's dual focus centers on: 1. The leadership of all children's ministry events (ages 0 through 6th grade) and 2. The clerical support of the church office. This position is under the authority of the CCC Elders, although the Children's Director should seek guidance and cooperation from all staff members on a day-to-day basis.

Education and Experience Preferences:

- ◆ Must be a baptized believer and an active follower of Christ
- ◆ Must possess sound beliefs and doctrine, moral character beyond reproach, and godliness in conduct. Please refer to: <https://www.caboolchristian.com/what-we-believe>
- ◆ It is preferred to have a minimum of a BS or BA degree or equivalent experience of 4+ years
- ◆ Must have a minimum of 2 years experience working with children
- ◆ Must possess the ability to make decisions, have vision, passion, as well as be creative and energetic.
- ◆ Must be competent in leadership abilities to include organization, delegation, administration and interpersonal relationships.
- ◆ Ability to work well with parents, volunteers, church staff and children
- ◆ Must have effective oral and written communication skills, as well as ability to interact with many different individuals in a professional manner.
- ◆ Demonstrates the ability to recruit and coordinate volunteers.
- ◆ Must be willing to learn and work with various computer software packages, including but not limited to: Planning Center, ProPresenter, QuickBooks, Pages, Google Docs, and Social Media.

General Ministry Expectations:

- ◆ Maintain office hours & attend worship services (an average of 40 hours per week).
- ◆ Attend weekly staff meeting.
- ◆ Undergo an annual performance evaluation by the Lead Minister and the Elders.
- ◆ Work alongside the Lead Minister and office staff to develop yearly calendars for events & programs.

Children's Director Responsibilities:

- ◆ **Nursery:** Recruit & coordinate volunteers for our nursery program (Sunday mornings & Wednesday nights).
- ◆ **Mid-Week Program:** Recruit, coordinate and lead our Wednesday Night children's program. Our Wednesday Night program is in session during the school year only.
- ◆ **Sunday School:** Recruit and coordinate our Sunday School teachers. We currently have three classes: Prek-K, 1st-3rd, & 4th-6th.
- ◆ **Children's Church:** Recruit and coordinate the volunteers who teach our Sunday morning's Children's Church class.
- ◆ **Special Events:** Organize, promote, and lead special events throughout the year. These may include: Church Camp, Discipleship Week/VBS, Superstart!, Easter Art Show, Christmas Program, etc...

Clerical Responsibilities:

- ♦ **Financial:** Maintain the bookkeeping for church finances (ie. – pay bills, record weekly giving, reconcile bank statements)
- ♦ **Administrative:** Assist Elders and Senior Minister with weekly ministry (ie. – update server schedule, prepare Propresenter for Sunday worship, check phone messages & return calls, assist with office paperwork)
- ♦ **Communication:** Coordinate and dispense the church's announcements (ie. – edit & print bulletin, send weekly emails, sort & distribute mail)

Benefits:

- ♦ Salary is based on education and past experience. Starting annual salary is roughly \$28,000-\$30,000.
- ♦ Personal book/resource allowance of \$125.00 per year
- ♦ Annual 2 weeks paid vacation (Additional 2 weeks every 5 years of service).