



Children's Ministry Director Towne South Church of Christ Full-Time Job Description

Purpose:

To serve as a spiritual leader and resource person in developing and coordinating the ministry to the children and young families of Towne South Church of Christ, with the goal of leading today's children into a lifelong relationship with Jesus Christ and helping them grow.

Supervision:

The Children's Ministry Director will work under the general oversight of the Elders, Lead Minister, and Associate Minister. They will also work in partnership with other staff members.

Qualifications:

- B.S. or Associate in Ministry/Early Childhood/Christian Ed with emphasis on Children and or Family Ministry is preferred.
- Two years of ministry experience working with children (ages birth to 5th grades) is preferred.
- The Children's Ministry Director should be a mature Christian, one who pursues righteousness (1Tim.6:11), and guards their life and doctrine closely (1Tim.4:16). Through their teaching and example, they will encourage children to follow them as they follow Christ (1Cor.11:1).
- Must be self-motivated with administrative skills to identify needs, set goals, plan programs, and evaluate materials.
- Needs strong interpersonal skills to recruit and train volunteers.
- Be a team player who cooperates well with other leaders and ministries.
- Able to handle information of a delicate nature with proper confidence.
- Must be an effective communicator with elders, staff, ministry team, parents and children.
- Must agree to TS's *Essential Beliefs for Leaders*.

Ministry Responsibilities:

- Provide oversight and coordinate all aspects of children's ministry, which includes Nursery (birth - 24 months), Preschool-age children (2 years-5 years), and elementary age children (K-5th Grades).
- Organize scheduling, training and planning sessions for children's ministry team.
- Create system for recruiting, training and empowering volunteer leaders.
- Put together curriculum and prepare classrooms each week.
- Contact scheduled team with reminder and digital version of lesson plans.
- Evaluation of age-appropriate teaching material, equipment, supplies and space for all age groups.
- Insure that safety and sanitation standards are met.
- Attend weekly staff meetings and lunch. Attend elders' meetings when requested.
- Develop and manage the Children's Ministry budget, turning in all receipts to the Secretary before the close of each month.
- Plan and execute special events for the children's ministry throughout the year.
- Plan community events throughout the year along with the other staff members.

Salary

- Base package (including insurance) starts \$38,000. Salary may be negotiated based on experience.