

Ministry Description

Children's Ministry Director

Category

Full-time Salaried

Character Requirements

1. Immersed believer of Jesus Christ and of New Testament Christianity.
2. A conviction on the infallibility of God's Word.
3. Meets scriptural requirements of an elder.
4. Demonstrate a genuine love for people as the highest priority of ministry through communication, cooperation, and personal relationships.
5. Demonstrate a love for Jesus where he is both Lord and Savior.
6. Demonstrate a commitment of covenant relationship to paid and volunteer co-workers of love, honor, acceptance, open communication, honesty, and harmony.
7. Exhibit a work ethic of initiative, follow-through, organization, and positive attitude.

Reports to:

1. Lead Minister
2. Eldership

Ministry Responsibilities

Personal:

1. Maintain a consistent, personal devotional life with Jesus Christ.
2. Maintain a wholesome family life through time, priority, and commitment.
3. Be involved in the regular study of God's Word and any extra-Biblical literature that will advance knowledge of the scriptures.

Children's Ministry

1. Oversee, administrate, develop, and be ultimately responsible for the birth through fifth grade children's ministry.
2. Review and provide curriculum for all age groups in all ministry environments.
3. Teaching regularly in Wee Worship, Children's Church, weekly children's environments.
4. Provide assistance to the Sunday Bible Studies Superintendent as needed to evaluate materials, recruiting, and training volunteers, etc.
5. Promote White Mills Christian Camp and attend at least one (1) session of camp per summer.
6. Perform other duties as assigned by the Lead Minister or Elders.

Pastoral

1. Develop deep relationships with children and their families through presence at church and in community.
2. Counsel upon request and be available to discuss issues with parents concerning their child (or children).
3. Make home visits, hospital visits, funeral home visits etc. when appropriate.

4. Represent the Campbellsville Christian Church in all matters and in all places.
5. Consequently this minister should consider this a high calling and behave in an appropriate manner at all times.
6. Be available to teach educational and training classes as determined by the Lead Minister.
7. Call on new babies and their mothers.
8. Be available for other calling as directed by Lead Minister or Elders.

Leadership Development

1. Lead Regular Children's Ministry team meetings and training.
2. Work towards recruiting volunteers that will commit to a focused ministry area.
3. Provide needed materials to leaders with children's ministry

Administrative

1. Attend and present reports concerning children's ministry reports at staff and elders meetings
2. Maintain children's facilities, equipment, and materials and be seeking out ideas for improvement.
3. Oversee budget lines associated with children's ministry. Submit purchase orders as required. Submit annual budget requests to the Finance Ministry team.
4. Evaluate, update, and monitor effectiveness of the Children's Ministry Policies Handbook and Security Guidelines with the Children's Ministry Team.
5. Coordinate and communicate with the church staff of the arrangement of Children's activities, assignment of rooms, vehicle usage, etc.
6. Attend all meetings where his/her attendance is required or requested and be prepared to give reports, make suggestions, answer questions and contribute to the success of the meeting.
7. Consistent office hours so as to make him/her self available if someone wants or needs to visit with him/her.
8. Work at least 40 hours per week with some flexibility on the hours on any given day due to evening time activities, which may occur. Every minister is on call 24 hours per day in the event of an emergency.
9. Immediate supervisor of all volunteers who work with the youth.
10. Promote overall church goals, strategies, and initiatives within the congregation and community.

Events

1. Communicate with children and families about upcoming children's activities and events.
2. Plan, promote, attend, and execute annual events such as: Vacation Bible School, SuperStart (4/5th Grade), Service Projects, Baby Day, etc.

Updated 9/23/18 to remove the ordination requirement from the "Character Requirements" section. -rb