

# NORTHEAST CHRISTIAN CHURCH

990 STAR SHOOT PKWY  
LEXINGTON, KY 40509  
859.299.1251



*We exist to Love God, Connect People, and Make Disciples*

## **Children's Ministry Director | Full-Time**

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The Children's Ministry Director will develop and lead NorthEast's Children's Ministry strategy for kids birth through fifth grade in a way that's aligned with the values and mission of the church.

### **Qualifications**

- Immersed follower of Jesus with a growing, vibrant faith and basic Biblical knowledge
- 3+ years of vocational children's ministry experience preferred (or related education/experience)
- Love of children and knowledge of their developmental stages
- Organizational, administrative, and time management skills
- Outgoing personality with good people skills and positive attitude
- Excellent written and verbal communication skills
- Proficient computer skills (systems and programs include: Mac, Planning Center Online, ProPresenter)

### **Responsibilities**

- **Develop children's environments that are safe, friendly, and promote NorthEast values**
  - Approve, suggest, or develop age-appropriate Biblical lessons and activities
  - Prepare curriculum, supplies, equipment, and snacks as needed
  - Ensure rooms are clean, orderly, and staffed appropriately
  - Oversee all children events, programs, and communications
  - Develop and coordinate age-specific and family outreach events
  - Develop relationships with staff, children, and parents
    - Provide pastoral care for families as needed
  - Oversee the New Family and follow-up process
  - Prepare and manage annual budget
- **Develop, oversee, and maintain a healthy volunteer culture**
  - Recruit, train, develop, and retain volunteers to provide Biblical instruction, oversight, and security for all children services, activities, and events
  - Coordinate and schedule teams for weekly activities and special events as needed
  - Ensure background checks/trainings are up to date for all children's volunteers
- **Participate in the life and ministry of NorthEast at large**
  - Attend weekly staff meetings, ministry team meetings, and Elders meetings as required
  - Maintain clear and consistent communication with all church staff
  - Serve and support, as needed, all-hands church-wide outreach initiatives
  - Other duties as assigned by supervisor

### **Personal**

- Be loyal to the vision and staff and always strive to protect the unity within the body of Christ
- Be or become an Owner at NorthEast
  - Give at least 10% of your income to the vision of NorthEast
  - Participate in a small group and worship at NorthEast on a regular basis