

## Director of Children's Ministries

- Position:** Director of Children's Ministry
- Hours:** Part-time or Full-time (25-30 hours/week), hourly (exempt)
- Reports to:** Associate Pastor
- Purpose:** To lead, develop, manage, and grow children's ministries to involve intentional crossover with the Pre-School and intergenerational opportunities for families.

<b>Duties &amp; Responsibilities</b>
<p><b>Curriculum Development</b></p> <ul style="list-style-type: none"> <li>• In collaboration with Assistant Director, select and modify curriculum to make it relevant for children.</li> <li>• Oversee that curriculum aligns with Light of Christ's vision and mission.</li> <li>• Prepare all lessons and videos for 1<sup>st</sup> thru 5<sup>th</sup> grade FL &amp; WNL.</li> </ul>
<p><b>Volunteer Development &amp; Support</b></p> <ul style="list-style-type: none"> <li>• Recruit, background check, schedule, train, empower, and mentor volunteer leaders for Sunday &amp; Wednesday.</li> <li>• Create serving schedules for volunteer teams in Services (WNL! Dinner, FaithLand, help with Kids Club)</li> <li>• Upload weekly lesson plans in Services ensuring volunteers have access to them 14 days in advance</li> <li>• Prepare all materials volunteers need for 1<sup>st</sup> thru 5<sup>th</sup> grade, keeping everything organized and readily available</li> <li>• Send out a weekly "You are serving" email including a message, links, lessons, and plans</li> <li>• Ensure Children's Ministry rooms and Check-in areas are set appropriately and in good working order</li> <li>• Implement two volunteer appreciation moments yearly to acknowledge their impact and contribution.</li> <li>• Recruit WNL! Dinner Team- occasionally helping to purchase food when needed.</li> </ul>
<p><b>Management of Staff &amp; Volunteers</b></p> <ul style="list-style-type: none"> <li>• Provide 2 training / teaching sessions for volunteers and CM Lead volunteers per year</li> <li>• Oversee and work alongside WNL Coordinator and Assistant Director</li> <li>• Supervise Toddler Care Coordinator</li> <li>• Recruit, supervises and assist VBS Coordinators</li> </ul>
<p><b>Vacation Bible School</b></p> <ul style="list-style-type: none"> <li>• Calendar and schedule the various building needs before, during, and after VBS</li> </ul>
<p><b>Staff Collaboration</b></p> <ul style="list-style-type: none"> <li>• Meet every two weeks with Associate Pastor</li> <li>• Attend staff meetings and Retreats (All-staff, program staff, individual Leader meeting)</li> <li>• Check in monthly with CM Lead volunteers</li> <li>• Meet quarterly with the Director of the LOC Preschool &amp; Associate Director (Associate Pastor)</li> <li>• Participate in social media as requested by Pastors - including opening welcome, podcasts, etc...</li> </ul>
<p><b>Administrative Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Assure that all copies are printed and all materials for crafts prepared, keeping everything organized and readily available.</li> <li>• Coordinate with Office Administrator to ensure proper set up / tear down for all ministry days and events</li> <li>• Oversee and/or manage various CM budgets, track purchases and submit receipts in a timely fashion</li> <li>• Keep website current with Children's Ministries information by way of Director of Communications</li> <li>• Communicate ministry happenings with parents through social media, email, occasional in-service video</li> <li>• Purchase curriculum and subscriptions - managing both for all Children's Ministries</li> <li>• Be present to oversee Faithland alternating Sundays with Associate Director</li> </ul>

- Positive relational skills: children, volunteers and staff
- Strong organizational skills

**Competencies Required:**

- Willingness to grow spiritually and emotionally
- Recruit, Encourage and Motivate volunteers
- Communicate effectively to large groups of children and volunteers
- Collaboratively work in group settings
- Positive role model
- Strong organizational skills
- Ability to develop and respect boundaries; and uphold confidentiality
- Ability to learn and grow in computer skills: Outlook, Teams, Canva, PCO , Mailchimp

**Working Conditions:**

Available to work onsite alternating Sunday mornings with Associate Children's Director. Available Wednesday evenings, and other various CM events. Attend worship services 2x's a month when possible.