



## **DIRECTOR OF CHILDREN'S MINISTRY – PART-TIME (10 Hours/Week)**

**OVERVIEW:** The Director of Children's Ministry is responsible for building relationships with FCC children and their families, infusing energy and creativity into all programs sponsored by the children's ministry and handling the logistical operations of the children's ministry programs in a way that supports families and helps volunteers be exceptionally effective.

### **DESCRIPTION AND RESPONSIBILITIES:**

#### **RELATIONSHIPS**

- The Children's Ministry Director knows every participating child and their parents/guardians by name.
- All first-time visitors to receive an exceptional welcome and timely follow up, so that all families who want to become a part of the children's ministry do so in a way that feels welcoming and natural to them.
- Serves as a catalyst for spiritual growth, by example and by articulating their faith both at children's ministry gatherings and in everyday conversations with children.
- Prays for the children and the children's ministry of FCC Leavenworth regularly.

#### **PROGRAMS**

- Recruits, trains, encourages and supports all children's ministry volunteers.
- Ensures all programming is conducted in a safe environment.
- Available to teach Sunday school as needed.
- Works in collaboration with the staff, parents, and volunteers, to provide fellowship and service events for children and their families.

#### **LOGISTICS**

- Communication of programs, events and important information regarding the children's ministry happens through the appropriate use of church bulletins, social media, the church website, flyers, and meetings.
- The volunteer team receives equipping, encouragement, and training on a regular basis.
- All special events are well organized and publicized. Their execution leaves parents confident that their children are being faithfully and creatively nurtured.
- All volunteers have been recruited at least one month before they begin their work. They receive whatever information they need to do their job well, including supplies and curriculum for Sunday school.
- Ensures the logistical details of the children's ministry are handled in a professional and timely manner. These needs include at least:
  - Attendance tracking
  - Annual medical release forms and event registrations
  - Communication with church staff, youth families, and with the congregation
  - Sunday school allergy and release information
  - Volunteer recruiting, background checks, training etc.

#### **ADDITIONAL RESPONSIBILITIES:**

- The Director of Children's Ministry is an active leader and participant in the life of the church (i.e. worship, Sunday school and special events).
- Works collaboratively with other staff members.
- Attends Children's Ministry Team meetings regularly.

**SUPERVISION:** The Director of Children's Ministry is supervised and accountable to the Senior Pastor