



Director of Children's Ministry

Position Classification Full Time, Salaried (45 hours per week)

Position Summary

The Children's Ministry Director will lead CP's mission-critical initiative to inspire, call, and equip children from birth through 5th grade, with potential for through 7th grade, into understanding what it means to be a "renewed people called to renew the city". The Children's Ministry Director will achieve this through faith development opportunities, organizing age appropriate worship experiences, and inspiring a team of volunteers in accordance with the mission, vision, and goals of the church.

Priorities

- Creating intentional and quantifiable measurements that create disciples who multiply other disciples.
- Execution of ministry plans for children from birth through 5th grade.
- Be the "Champion" for Children's ministry with the community.

Relational Connections

- Developing and nurturing relationships with children, parents, team members, and the community.
- Partner with parents to ensure connection to their children as they navigate this critical Life Stage.
- Inspire and equip a serve team to carry out the vision of the church in Children's Ministry.

Collaboration

- Weekly Lifestage Team meetings.
- Weekly NextGen Team Meetings.

Position Responsibilities

Percentages are fluid and subject to change.

Birth-3rd Grade (40%)

- Work with the Nursery Coordinator to create & execute a meaningful ministry plan.
- Create and execute a children's ministry calendar of all events and activities.
- Purchase, organize, and evaluate classroom equipment and supplies.

- Oversee execution of safety guidelines, maintaining a safe place through current team member background checks, healthy personal boundaries, and detailed emergency planning.
- Monitor the physical environment of the children's area for safety.
- Maintain updated information for all children in ministry (and visitors) including but not limited to allergies, contact information, and special needs.
- Maintain and record attendance-including managing the kiosk check-in system.

4th & 5th grade (20%)

- Create and execute a preteen ministry calendar of all events and activities.
- Purchase, organize, and evaluate preteen ministry curriculum.

Serve Team (20%)

- Recruit, train, and empower team members using the provided system.

Parents & Families (20%)

- Maintain consistent and regular communication with parents, as well as provide the tools they need for spiritual leadership for their families.
- Develop and execute follow up plan with new and returning families.
- Other duties as assigned.

CORE COMPETENCIES

- **Strategic Agility**—Is future oriented and can articulately paint credible pictures and visions of possibilities.
- **Creativity**—Analyzes problems/needs and creates breakthrough solutions.
- **Priority Setting**—Creates focus and can quickly sense what will help or hinder accomplishing a goal.
- **Integrity and Trust**—Keeps confidences and can present the unvarnished truth in an appropriate and helpful manner.
- **Relational** – Quickly understands how to respond empathetically in a wide variety of situations.

Reports to: NextGen Director

Signed

Date

Approved by the Executive Team _____