



## Children's Ministry Director

**Reports to:** Ministry Director & Lead Pastor

### Position Summary

- To provide leadership and spiritual direction to the Children's Ministry of Mountainview Christian Reformed Church for children, Nursery to Grade 5.

### Duties and Responsibilities

- Seeks out age-appropriate curriculum, reflecting Christian witness and Reformed world view, in conjunction with the Pastor and Ministry Director
- Annually reviews the program by measuring its impact, reviewing its effectiveness, and recommending changes or continuity and provides a written evaluation report to the Ministry Director and Pastor
- Together with the Ministry Associate, ensures a smooth transition for each child, from the Children's Ministry to the Youth Ministry
- Recruits, equips, motivates and coaches Children's Ministry volunteers, to assist in the delivery of the programs.
- Provides leadership training, including Safe Church training, Restorative Practices and facilitates a process of leadership development for the volunteers.
- Creates and maintains a schedule for all volunteer positions.
- In collaboration with the Ministry Director, develops an annual Children's Ministry budget
- Purchases supplies/resources for the Children's Ministry within the budget parameters as approved by Council.
- Encourages communication, partnership and relationship building between parents and volunteer leaders.
- Provides updates and communication to the congregation through the bulletin, newsletter, website and other social media.
- Maintains accurate database of children and volunteers participating in the Children's Ministry in conjunction with the Office Administrator.
- Maintains contact with the children's parents from the community, making referrals where appropriate or requested to the Pastor.
- Develops outreach strategies and programming to engage community families.
- Ensures that appropriate childcare is maintained for babies and toddlers during church services.
- Continuously educates and updates personal knowledge in the area of Children's Ministry.
- Is available, or arranges for a leader, to supervise, assist and provide support during Children's Ministry programs
- Participates as a member of the Staff Team



## **VISIONARY LEADERSHIP: Staff Guide**

---

### **Qualifications and Characteristics**

- Exhibits a personal lifestyle and can articulate beliefs that demonstrate that Jesus is Lord of his or her life.
- Is in agreement with and supportive of the mission, vision and core values of Mountainview CRC.
- Demonstrates a passion for ministering to children.
- Demonstrates a passion for God's Kingdom and the church.
- Has a servant heart and shows spiritual maturity.
- Is committed to his or her own personal, spiritual and professional growth.
- Demonstrates excellent relational and communication skills with adults, teens and children.
- Develops, enhances and encourages a relational ministry by building positive long-term relations with children, teens and adults.
- Demonstrates creativity and has excellent planning and organizational skills.
- Demonstrates the ability to build an effective team, as well as work independently.
- Acts in an ethical manner and honours confidentiality.
- Proficient in related computer applications
- Post-secondary education in a field related to teaching children or child development is desirable.
- Previous experience in children's education/ministry

### **Details of Position:**

- 20 hours per week

### **Proficiency Period**

- Six months

In compliance with the Safe Church policy, Mountainview Christian Reformed Church will require the successful candidate to supply a current (within past 6 months) Police Vulnerable Sector Check.