

Oakdale Park Christian Reformed Church
POSITION DESCRIPTION for CHILDREN'S MINISTRY DIRECTOR (PART TIME)
June 2021

Title:	Children's Ministry Director
Council Oversight:	Administrative Team & Council
Additional Accountability:	Pastor of Congregational Care & Outreach
Compensation:	cf. Administrative Team
Start Date:	August 2, 2021 or before.

I. NEED

God has blessed Oakdale Park Church with many children. We currently have about ninety children (from babies to eighth-graders) on Sunday morning and about the same number on Wednesday night. Oakdale has a covenant responsibility to love and nurture the children of the congregation and neighborhood. The hours required to do this well are beyond what can be expected of a volunteer, as recent experience has shown.

II. PURPOSE

The Oakdale children's ministry leader will promote unity of purpose and ministry among volunteer leaders and helpers so that:

- participating children from Oakdale and its community meet Jesus and learn to follow and serve him
- volunteer leaders are well-supported and growing in faith, commitment and skill
- children's parents and households receive guidance and support as they seek to raise their children to follow Jesus.

III. QUALIFICATIONS

- A. They are a committed follower of Jesus, a member of Oakdale Park Church (or willing to become a member), enthusiastically supportive of and active in worship, and willing to live into Oakdale's motto, "Loving God, Loving Others, Right Here."
- B. They are a relational "people person" who values cultural diversity, is actively antiracist, is highly motivated by serving and listening, and is able to respond to request/needs/complaints in a clear, direct and positive way.
- C. They are competent in basic computer skills involving standard software like the Microsoft Office Suite; possess strong organizational and administrative skills to coordinate volunteers and aid in ministry work.
- D. They are a person who knows (or is willing to learn about) Oakdale's ministries, leaders, congregants, neighbors, community, and facilities. They are adaptable as the nature of Oakdale's ministry requires lots of flexibility and openness to last-minute changes in plans.

IV. RESPONSIBILITIES

- A. Adapting Sunday programs by working with Pastor Dave and the Worship Coordinator to coordinate and deliver materials and resources for kids to go hand in hand with weekly livestream Worship themes. (On hold- Assist in coordinating the Sunday program calendar for ministry year with input from the head leaders)
- B. Adapting ministry by creating Faithline Nine61 and supporting Faithline Friends through this new ministry season. (ON HOLD -Be on scene Wednesday nights to support Kids Clubs children's, middle school ministries. Supporting check-in table, answer parent registration questions, collect popsicle sticks, provide snacks to each program, assist in behavior/discipline issues.)
- C. Recruit, encourage, arrange training, and maintain volunteer database for Faithline Nine61 Friends. (On hold- Sunday Nursery, Children's Worship, Kingdom Kids, Wednesday Nursery, Crew, Gems and Cadets.)

- D. Collect and record volunteer information from every active volunteer in children's ministry. Keep volunteer records and database up to date. Annually submit background clearance searches for each active volunteer, and provide documentation for clearance.
- E. (On hold- Head Leader point of contact and support. Carry out support on scene and through regular meetings. Suggested 2-3 combined head leader's meetings throughout the year. Suggest individual contact (email, phone, personal) at least every 6 weeks throughout the ministry year.)
- F. Keep parents informed about programs, keep Oakdale pastors informed about needs in children's homes that come to the attention of leaders and head leader.
- G. Support Faithline Friends with curriculum and or resources materials needed. (On hold- Assist head leaders in buying curriculum, planning classes, and making room assignments.)
- H. With stipended and volunteer summer program leaders, plan, supervise summer children's programs and events. Created At-Home VBS experience.
- I. Coordinate Special Volunteer Appreciation notes/gifts for programs listed above (Possibly in Dec. and May)
- J. Provide a quarterly verbal report to Pastor of Congregational Care & Outreach regarding questions/concerns/updates of the above Children's Ministry Programs.
- K. Budget calendar, receive updates from OPC treasurer, communicate and review budget, funds spent, funds available, with ministry head leader(s).
- L. Assisting in Worship Planning by scheduling adults, teens, and kids to participate by reading the weekly scripture passage.
- M. ON HOLD: Coordinate Children's Choir activities with Children's Worship and Kingdom Kids head leaders, and lead planning, volunteer recruitment for the Advent Program.
- N. ON HOLD: Coordinate the fall Kick-off Carnival event, Christmas Community Dinner, and End of Year Picnic with the assistance of the Pastor of Congregational Care & Outreach (for coordination of food buying, serving and clean-up) (added March 2017)

IV. ACCOUNTABILITY

- A. The Children's Ministry Director reports to the Pastor of Congregational Care & Outreach and serves a meaningful role working with other staff for effective, collaborative ministry.

Hours and Pay

This position is part-time, approximately 17 hours/week, though this varies throughout the ministry year. Pay to be discussed with qualified, interested applicant

July 6, 2021