

DIRECTOR OF CHILDREN'S MINISTRIES
Community Christian Reformed Church (CCRC)
Full-time Position
July 2019

Qualifications:

1. A passion and love for the Lord and His church, evangelism to reach un-churched children and their families, and discipling children in the Christian faith.
2. A team player dedicated to cooperative ministry.
3. A knowledge of and commitment to the Reformed faith.
4. Agreement and alignment with the CCRC mission.
5. Current membership at CCRC or membership upon beginning position.
6. A bachelor's degree relating to education or proven experience in children's ministries.
7. Written, oral, and computer skills. Planning Center software experience preferred but not required.

Accountability:

1. Serves as a staff representative on the Children's Ministries Team.
2. Reports to the Pastor/Director of Discipleship and Youth.
3. Submits monthly, written reports to the church Council.
4. Attends weekly staff meetings, ministry leaders' meetings, and Connections classes.

Oversight Responsibilities:

1. Cooperates with the Lead Pastor in developing, implementing, and evaluating the vision for growing and advancing the Children's Ministries at CCRC.
2. Leads Children's Ministries in creating, developing, implementing and maintaining ongoing ministries for children birth through sixth grade. Currently, Children's Ministries includes: Nursery, Sunday School, VBS, Kid's Hope, GEMS, Cadets, and Kid's Church.
3. Ensures each children's ministry is evangelistic and operates with clear goals and objectives to reach children and their families. Children's programs must be inviting, welcoming, and attractive for the children of our community and their families.
4. Supervises and supports the leaders of Sunday morning Children's Ministries through resources, guidance, and encouragement.
5. Promotes the importance of learning to children and their parents.
6. Advises the Director of Music and Arts in creating child-friendly worship services.
7. Ensures all children's ministries align with the mission of CCRC.
8. Cooperates with other ministries of the church to provide a well-rounded children's experience.

Duties:

1. Communicates regularly with families regarding Children's Ministries.
2. Researches and recommends curriculums for all areas of Children's Ministries.
3. Encourages church members to discover and use spiritual gifts relating to Children's Ministries.
4. Assists all Children's Ministries volunteer recruitment efforts, including committees to support children's special programs such as the Easter Egg Hunt and annual Fall Festival.
5. Ensures all Children's Ministries volunteers are child safety trained and child protection policies are in place. Maintain records of training for each volunteer and of all current policies. Ensures background checks are conducted for volunteer applicants.
6. Leads Children's Ministries in recruiting, equipping and supporting lay leaders.
7. Cooperates with the Finance Team in the development and management of the Children's Ministries budget.
8. Creates and maintains a Children's Ministries calendar of all events and activities. Maintains an awareness of local school calendars for scheduling purposes.
9. Identifies and supervises a VBS director each year.
10. Attends Children's Ministries training seminars and events.
11. Assists in other roles as directed by Pastor/Director of Discipleship and Youth.

Notable Items:

1. Duties and responsibilities will be adjusted as needed according to the gifts and strengths of the Director of Children's Ministries.
2. Salary and benefits to be determined by the Finance Team.