

GEORGETOWN CHRISTIAN REFORMED CHURCH
DIRECTOR OF CHILDREN MINISTRIES
POSITION DESCRIPTION

June, 2018

This part-time fifteen hour per week position is responsible for giving direction to the Children's Ministry of Georgetown Church (birth – fifth grade).

This position provide direction for Georgetown's ministry priority: Nurturing full devotion to Christ.

I. Responsibilities:

A. Provide direction, support, and oversight for the following ministries:

1. Childcare Center
2. Little People's Worship
3. Summer Worship Programs (Sonshine Worship/Toddler Tale)
4. Kingdom Kids
5. Cadets
6. GEMS

B. Work with the Director of Student Ministries, and the Pastor of Preaching and Discipleship in giving leadership to the Going Public program.

C. Recruit volunteer leaders and work closely with them providing leadership, training, counsel, and encouragement.

D. Provide Biblical, age appropriate curriculum and other needed resources for teachers and leaders.

E. Create inviting, safe space for Children's Ministry programs.

F. Regularly evaluate the effectiveness of each program, making necessary adjustments and proposing new programs when existing programs are no longer effective.

G. Maintain good communication with volunteers, families in the congregation and the broader church community.

H. Develop personal relationships with children of the congregation and their families as well as guests.

I. Prepare an Annual Report for the Council.

J. Draft and manage the Children's Ministries budget.

K. Works collaboratively with staff on various ministry initiatives.

L. Meets 10 times per year with Ministry Vision Team (monthly except July and August).

II. Spiritual and Personal Qualifications:

- A. A love for children and a passion for children's ministry.
- B. A growing relationship with Jesus Christ and a mature, Christian lifestyle.
- C. An understanding and belief in the tenets of the Reformed Christian faith.
- D. A commitment to working with the pastors and staff in carrying out the vision and goals of Georgetown Church.

III. Accountability and reporting:

- A. As a member of Georgetown Church staff, the Director of Children's Ministries is accountable in the day to day performance of his/her responsibilities to the Pastor of Preaching and Discipleship.
- B. In the overall performance of ministry, the Director of Children's Ministries is accountable to the Ministry Vision Team.
- C. The work and performance of the Director of Children's Ministries will be reviewed and evaluated annually by Pastor of Preaching and Discipleship with assistance from Administrative Support Team.
- D. The Director of Children's Ministries will participate in regular meetings with the ministry staff for the purpose of prayer, sharing ideas and plans, support, and encouragement.
- E. Meet quarterly with the Pastor of Preaching and Discipleship and the Deacon of Children's Ministries.
- F. The Director of Children's Ministries will be given the opportunity to attend the Ministry Leadership Team as necessary.

Note: As a director of ministry, membership at Georgetown is expected within one year of employment.