

Position Description | Director of Children's Ministries

August 2021

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

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

1) Responsibilities

- a) Provide direction, support, and oversight for ministries with children, including...
 - i) Childcare Center
 - ii) Children's Worship
 - iii) Summer Worship Programs (Sonshine Worship)
 - iv) Kingdom Kids
 - v) Cadets
 - vi) GEMS
- b) Work with the Director of Faith Formation and Pastors in giving leadership to the Going Public program
- c) Recruit volunteer leaders and work closely with them providing leadership, training, counsel, and encouragement.
- d) Review, evaluate, and 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) Work collaboratively with staff on various ministry initiatives
- l) Serve as a member of church leadership teams (i.e., the Ministry Visioning Team, Faith Formation Advisory Team).

2) 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.

3) 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 Faith Formation and Preaching.
- b) The work and performance of the Director of Children's Ministries will be reviewed and evaluated annually by Pastor of Faith Formation and Preaching with assistance from Administrative Support Team.
- c) The Director of Children's Ministries will participate in regular meetings with the ministry staff for the purpose of prayer, sharing ideas, planning, support, and encouragement.
- d) Meet regularly with the Pastor of Faith Formation and Preaching and Discipleship and the Faith Formation Advisory Team.

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