

## Children's Ministry Director Job Description



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### **Mission**

The Mission of Children's Ministry at Maitland River Community Church falls under the Mission of the church which is "***Growing Together to Love and Serve Jesus.***" As a result, it will also be guided by the Church's core values. However, being that the ministry is directed to children and their families, the implementation of the mission and core values will be contextual which allows for ministry leaders to develop a vision specific to children's ministry.

**Purpose:** To provide a ministry to children where they are accepted, loved and valued in Jesus Christ. To ensure Christ-Centre high quality programming for all aspects of the Children's Ministry for children birth to grade 6.

### **Accountability:**

The Children's Pastor/Director is accountable to the Board and supervised by the Lead Pastor. He or she will meet with the Lead Pastor monthly and with the Board on an as needed basis to communicate plans, goals and problem areas. The Children's Pastor / Director should provide a report and a list of visits to the board monthly.

The Board will evaluate the Children's Pastor/Director position annually. This will also include annual review of remuneration package, taking into consideration performance, experience and inflation adjustments. A written report will be provided and reviewed with the Children's Pastor/Director every 3<sup>rd</sup> year.

## **Qualifications:**

The Board of MRCC needs to ensure that they are committed to hiring the best possible person to fill the position of Children's Pastor/Director. Criteria to be considered in the evaluation process shall include the following:

- Spiritually, he/she must be intentional about embracing the spiritual disciplines regularly and be Biblically literate. He/She must have an experiential and charismatic approach to faith and be an example of Godly character in both public and private spheres.
- He/she must accept the Bible as the Infallible Word; the full and complete revelation of God.
- He/she must be willing to teach and lead in light of the statement of faith and the creeds of the Christian Reformed Church, and will become a member of the Maitland River Community Church
- He/she must display a love for and the ability to work with children, volunteer leaders, parents, the Board and demonstrate intelligence and sound judgment.
- Must be able to motivate volunteers, parents, and children while encouraging relational ministry.
- Must possess good organizational and communication skills and have the ability and willingness to work in a team environment.
- If possible, he/she should have at least one year of training in children's ministry, educational administration, Bible and theology.
- Previous experience working in Children's ministry (even if that includes time spent as a volunteer) would be an asset.
- In the absence of any degree the qualified individual should have attained equivalent experience having worked with children for at least two years and be willing to pursue further education.

## **Responsibilities/Duties:**

- Develop a vision and strategy for a holistic spiritual formation and discipleship for the children and their families
- Create an exciting and welcoming atmosphere
- Oversee (initiate, plan and execute) all programming and ministry for children ages birth – grade 6, including Sunday mornings, summer vacation Bible school (VBS), special events, ect
- Choose and prepare in collaboration with teachers the curriculum for each program and each age level

- Ensure sufficient supplies for each classroom (crafts supplies, children's worship bags, etc.)
- Responsible of all scheduling or (in collaboration with Children's Ministry volunteers). This is what Cassy does now
- Responsible for all administrative tasks associated with the Children's Ministry (meeting minutes, birthday cards, parent and teacher communications, etc.)
- Recruit, build, support, sustain, equip and provide leadership to the Children's Ministry team volunteers
- Liaison with Safe Church Coordinator to ensure best practices are being adhered to

### **Training and Development:**

The Children's Pastor/Director is to keep him/herself informed of current trends and development in children's ministry, visitation ministries, and leadership training by attending professional development courses each year.

The following is a guideline for allocation of time for completion of the above responsibilities:

**20 hours- *To Grow as Needs Arise***

35% - Programming

30% - Planning/Preparing/Research/Administration

30% - Relational Ministry

5% - Professional Development