



Director of Children's Ministries

JOB DESCRIPTION (5 to 7 hours per week)

I. **Aim**

The aim of this position shall be to wholeheartedly glorify Jesus Christ by providing an efficient, welcoming, safe, respectful, Christ-centered ministry to the parents, youth, staff, and members of the church.

II. **Lines of Accountability**

He or she will be primarily responsible to the pastor.

III. **Qualifications for the Position**

Bachelor's degree and or past experience working/volunteering in youth ministry. Must possess strong interpersonal, communication, and organizational skills. Must be able to listen to, empathize with, and support children, as well as keep a good relations with their parents. Above all, must understand and effectively teach the gospel.

IV. **Primary Responsibilities**

1. Oversee a monthly Children's Gathering (age 3 to 2nd grade)
2. Oversee a weekly Awesome Adventures event (3rd to 5th grade)
3. Maintain Children's Website and Database
4. Communicate with parents, children & office staff
5. Assist with VBS

V. **Evaluation & Review**

The Director of Children's Ministries will have an initial job performance evaluation at 3 months and then on a yearly basis.