

# Children's Ministries Director Job Description

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## In General

- Identifying areas of need in Children's Ministries and finding creative ways to meet these needs by equipping a ministry team for the work of the ministry.
- Serving the vision of the Lead Pastor and church as required and anticipating/meeting needs as they arise. This is done week by week through ensuring that all ministries and activities line up with the vision, mission and core values. This is also done through taking on special projects or assignments and participating in general leadership tasks when requested and time allows.

## Sunday School & Nursery Care

- Oversight of all classes for children from Nursery to Grade 6 including:
  - Order curriculum for all classes;
  - Schedule team members;
  - Prepare handouts, craft materials, etc. for each class;
  - Ensuring rooms and equipment are clean, in good working order and organized.
- Support ministry team members and recruit new team members as needed; follow up regularly with team members to encourage them and receive feedback.
- Work on a follow-up strategy for Sunday School participants.

## KidzConnect (Mid-Week Program) & Summer Programs

- Oversight of mid-week program and ministry team;
- Create and run programs for children during the summer months in partnership with the Assistant Pastor including administration of programs (registration, communication, etc.);
- Work on a follow-up strategy for mid-week and summer program participants.

## Teacher Training/Abuse Prevention Policy

- Provide practical training for all Children's Ministry team members at appropriate times throughout the year, including Abuse Prevention Policy training and administration, in partnership with the Assistant Pastor.

## Other

- Work with Pastoral Team to develop and implement outreach strategies for Children's Ministries.
- Assist in finding childcare for other events and/or ministry times when necessary.

## Responsibilities

- **Attendance:** All Sunday services and church functions (in addition to Children's Ministry programming). Exceptions include scheduled vacation and off-site ministry time.
- **Hours of Work:** 20 hours per week plus Sunday morning services. At least 10 hours per week should be in the church office, coordinated with other staff and observed with regularity. Off-site ministry opportunities will be celebrated and scheduled well in advance.

## Qualifications

- Demonstration of mature faith in Christ, in agreement with the PAOC's *Statement of Essential Truths* and Freedom Church's *Lifestyle and Morality Standards*, and eligible to apply for ministerial credentials with the PAOC.
- Demonstration of experience and excellence in Children's Ministries.
- Theological education completed or in process.

**Send resumes or inquiries to:** Tracy Dunham, Lead Pastor – [tracy@freedomkw.com](mailto:tracy@freedomkw.com)