

# Director of Children's Ministry

## **Non-Exempt Part Time Position:**

25 hours per week

## **Primary Function:**

To coordinate the Christian Education ministry in Infant – 5<sup>th</sup> grade to fulfill the mission and vision of Christ Community Church Montreat (CCCM).

## **Preferred Qualifications:**

- Training and experience in early childhood development or education, or comparable experience in the field;
- Biblical/theological training, coursework or background;
- Exhibit a personal and growing faith in Jesus Christ;
- Effective time-management, organizational skills and administrative abilities that result in ministry effectiveness and success;
- Communicate clearly and accurately through writing, speaking and social media;
- Able to develop and execute a plan for ministry;
- Able to cast vision and motivate volunteers;
- Strong interpersonal, team-building and recruitment skills;
- Able to model creative and effective instructional techniques for children;
- Commitment to the overall ministry, mission and beliefs of the church;
- Faithfully attends and participates in worship on the Lord's Day;
- Displays a harmonious ministry-work relationship with member of the church staff and volunteers
- Has a track record of working joyfully with past fellow staff members and displays the same with current church leadership;
- Desires to grow professionally;
- Understand and wholeheartedly stands in agreement with Ministry Standards Handbook.

## **Responsibilities:**

### **Children's Ministry**

- Coordinate all children's ministry program components – Infant – 5<sup>th</sup> grade. This includes: Sunday School, Wednesday night programs, VBS, nursery and childcare. Periodic programs may include Easter Events, Operation Christmas Child, and other programs developed in CCCM mission fulfillment;
- Create opportunities to provide ministry for moms, dads and children connected to the Children's ministry;
- Work with the pastors and CCCM staff members to connect children's ministry to the larger vision of the church;
- Market and promote all children's ministry related events to the congregation and community, working with the communications department when needed;

- Evaluate, select and purchase curriculum quarterly/annually;
- Conduct annual written evaluations for staff members;
- Stock all materials and snacks;
- Maintain proper security, sign-in/sign-out, and attendance for each age level;
- Other duties as assigned by supervisor or Senior Pastor.

### **Nursery/Childcare Responsibilities**

- Provide oversight and direct supervision for all aspects of Children’s Ministry staff members and volunteers during and outside regular service times;
- Recruit and interview all volunteers for nursery age groups;
- Train and supervise all volunteers and staff in children’s ministry in the vision, standards, policies, procedures and expectations of CCCM;
- Maintain and review all time cards and on-site supervision;
- Maintain all attendance coverage and substitutes when the hire staff is sick, late or takes annual leave time;
- Assist the church staff members, session, outside groups, weddings, or church ministry committees, in planning and implementation as requested for children’s programming, and child care services during any function at the Henry Building or off-site as requested or agreed upon that involves children ages birth–5<sup>th</sup> grade.

### **Financial Responsibilities**

- Provide budgetary needs for Children’s Ministry to the Church Administrator;
- Stay within the budgetary parameters for approved budget;
- Maintain records of all expenditures for each areas of program responsibility.

### **Administration**

- Follow the protocol set forth by HR for the hiring of all paid staff and volunteers.
- Work with church staff on managing ministry details (e.g. mandated background checks on volunteers, event planning logistics and registrations, and ordering supplies);
- Recruit, interview, and train (paid and volunteer) teachers and aides for all children’s ministry;
- Supervises Assistant Director of Children’s Ministry, Assistant to the Children’s Director and all nursery staff members.

### **Accountability**

- Supervised by the Director of Family Life Ministry
- Submit a written report to the session monthly;
- Participates in annual job performance evaluation;
- Professional development as needed and mutually agreed upon;
- Works interdependently with colleagues;
- An active member of Christ Community Church Montreat;
- Adheres to policies as stated in the CCCM Ministry Standards Handbook.



# Christ Community Church Montreat

P.O. Box 279  
Montreat, NC 28757  
cccmontreat.org

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Desired Salary:\$ \_\_\_\_\_ Marital Status: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this organization? YES  NO  If yes, when? \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES NO

**Statement of Faith**

Briefly describe your Statement of Faith \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Additional Questions**

What church do you attend? \_\_\_\_\_ Are you a member? \_\_\_\_\_  
Please give a brief statement why you are interested in this position? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Disclaimer

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_