

NORTH PARK CHURCH

Job Description for Director of Children's Ministries (2019)

Job Title: Children's Ministry Director
Reports To: Associate Pastor
FLSA Status: Full Time
Apply to: danhendley@northparkepc.org

SUMMARY

Under general supervision, oversee and guide the overall operation of the children's ministry (Nursery through 5th grade) and to serve the children and their parents who are a part of the ministry. The CM Director will lead teams that disciple our covenant children and reach out to the unchurched families of our community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Dream, think, and investigate ways that NPC can provide a Children's Ministry characterized by excellence and faithfulness to the Word of God.
- Design and implement Children's Ministry programs and events that align with and carry forward the Mission of NPC. This will require the recruitment and development of a team of leaders who creatively implement targeted Children's Ministry programs/events and assist in the recruitment and management of ministry volunteers.
- Oversee and/or perform administrative aspects for all children's related events including budgets, paperwork, communications and transportation.
- Oversee the selection and coordination of curriculum.
- Recruit/train/oversee volunteers and paid staff for each component of our children's ministry
- Seek opportunities to coordinate events with other ministries
- Insure compliance with all mandated and established safety regulations
- Maintain attractive, functional and clean facilities and equipment for the ministry
- Participate in the overall ministry of the church and fulfill other duties as needed and assigned
- Teach within the ministry as needed and desired .
- Provide resources and guidance to assist the parents of our children in their critical role.

QUALIFICATIONS

- A mature Christian lifestyle
- Commitment to the reformed faith and compatibility with NPC doctrinal views and values
- Love for and a capacity to relate to both children and their parents
- Strong interpersonal, team-building and recruitment skills
- Abilities to develop and execute a plan for ministry
- Ability to cast vision and motivate volunteers
- Ability to model creative and effective teaching techniques for children
- Habits of continual learning
- Commitment to the overall ministry of the church and to maintaining staff harmony
- Solid time-management, organizational skills and administrative abilities
- Capacity to work joyfully with current church leadership.

EDUCATION and/or EXPERIENCE

Although a degree in Christian education would be a plus, the more important preparation for this position would involve actual participation and even leadership in a church ministry that involved working with volunteers and with children.

COMPENSATION AND BENEFITS:

Starting pay will vary depending upon experience and ability. Health insurance is offered on a salary-reduction basis. Salary range for base pay plus benefits is \$37,000 – 57,000