

Director of Children's Ministry

JOB DESCRIPTION: Children's Ministry Director for Church of the Redeemer

FLSA STATUS: Non-Exempt

WORK STATUS: Part-Time, 20-25 hours/week

REPORTS PRIMARILY TO: Discipleship Pastor

Overview:

Church of the Redeemer is a 3 year old church in the Maryville/Alcoa area of Tennessee in the Evangelical Presbyterian Church. Our mission is to serve the people of Blount County and beyond who need a home in Jesus, and we want to be a church where Jesus is the center of everything we do. We worship at Alcoa High School and have separate office space. We are a vibrant church with dozens of people in every decade of life from birth up to their 80s, comprising of about 240 folks with an average attendance of 160 on Sundays. We have an ingrained and energetic mission to our community and the school where we worship. We have an open position to lead our Children's Ministry, which happens primarily on Sunday mornings.

Principal Functions:

- Coordinating our programmed ministry to kids, which primarily includes our Sunday classrooms.
- Create community with children, parents, and volunteers centered on Christ by integrating children and parent discipleship.

Functional Responsibilities:

Sunday Execution

1. Oversee entire children's ministry on Sunday mornings.
2. Recruit and train volunteers to serve on monthly basis.
3. Create a warm, vibrant, and friendly Sunday morning experience using the Gospel Project curriculum for kids birth through 5 grade (which is currently 3 separate classes).
4. Plan and guide volunteers to teach the gospel-centered truths in age-appropriate lessons and activities through large and small groups in each classroom.
5. Create a safe, secure, and sanitary environment for kids and their parents on Sunday mornings.

6. Organize our kid check-in and notification system and insure compliance with our insurance and child protection policies.
7. Work w/ Discipleship Pastor on children's Sunday morning integration.

Communication and Administration

1. Plan and lead a monthly meeting with the Children's Ministry Leadership Team.
2. Communicate in a timely manner with parents regarding classroom involvement with their children through email, text, or other avenues of communication.
3. Communicate in a timely manner with volunteers on their monthly assignments, development, and training through email, text, or other avenues of communication.
4. Construct the quarterly volunteer schedule.
5. Shop for and purchase needed Children's Ministry Supplies.
6. Order quarterly curriculum and distribute to volunteers.

Ministry

1. Coach volunteers in development and training alongside Children's Ministry Leadership Team.
2. Assist the Discipleship Pastor with equipping and helping parents invest spiritually in the lives of their children.
3. Plan an activity/gathering/relational service opportunity once a quarter that families can connect with one another, invite non-believers to, or an opportunity to deepen our faith together.
4. Meet with parents, as time permits, for relational ministry alongside the Children's Ministry Leadership Team.

Staff Responsibilities

1. Weekly participation in the worship services of the church.
2. Weekly participation in staff meetings (Tuesday afternoons at 1:30pm).
3. As able, daily participation in midday staff prayer at 11am.
4. Weekly meeting with Discipleship Pastor.
5. Other duties as assigned.

Qualifications:

- Has an ongoing and active relationship with Jesus Christ.
- Wholeheartedly affirms the Essentials of the Faith of the EPC (found here: <https://epc.org/about/beliefs/>).
- Wholeheartedly affirms the vision and values of the church (available upon request).

- 3-5 years of experience in either children’s ministry or in some aspect of child development.
- Detailed-oriented with respect to organizing classroom activities and requirements.
- Inspires trust and confidence in others.
- Experience with recruiting volunteers to a task or program.
- Loves working with children and their parents.
- Knows computer basics with respect to online file-sharing web programs and applications (Google Suite, Planning Center, Slack).
- Must possess the ability to lift up to 40 pounds, the agility to move quickly and keep pace with children, and able to maintain stamina to remain alert and energetic for 4-8 hours or more.
- A Bachelor’s degree is preferable, but not required.
- Someone who lives in Blount County is also preferable.

Applying:

If interested in applying for this position, please send a cover letter and resume to ben@churchotr.com or if you’d like to mail us your application, our address is 1893 Louisville Rd., Alcoa, TN 37701.

Compensation: \$18/hr

Employee

Supervisor