

**Children's Ministries Director
Lake City CRC**

Position Classification: PT/Director II/Salary/Hourly

Ministry Team: Children's Ministries Team

Reporting Relationship: Senior Pastor

Position Description: The Children's Ministries Director will provide leadership to ensure that effective care/discipleship ministries are carried out for children birth through 5th grade. These ministries will nurture and instruct children in their walk with Christ and equip them to serve as witnesses of the living Christ in their own lives and as a church Body. Using a team approach, the Children's Ministries Director will recruit, empower and equip volunteers in the care and spiritual development of children and lead them in reaching children in the community for Christ.

Position Responsibilities:

- Cast vision, develop strategies, and implement plans for ministries children love
- Recruit, train, equip, shepherd and facilitate volunteer leaders to help kids become fully devoted followers of Christ
- Oversee staff and volunteers of future children's ministries and all current children's ministries including nursery, Little Lambs, Children and Worship, Sunday School, Cadets, Gems, Wednesday Night programming, and Vacation Bible School
- Oversee curriculum choices and implementation for children birth through 5th grade to ensure the teaching of age-appropriate components of the spiritual formation
- Oversee and evaluate the implementation of Lake City CRC's Safe Church policy and children's ministries procedures.
- Be present on Sunday mornings and Wednesday evenings to ensure effective ministry in all areas of children's ministries; and when necessary absences occur, provide for another Children Ministries Team leader to be present
- Oversee and implement summer programming for children
- Develop a Children's Ministries Team comprised of trained and recruited individuals with a passion for encouraging children to grow in Christ through opportunities to worship, serve, share Christ with the community, learn the Word, and invest in their church family. As Director, lead Team meetings and keep Senior Pastor informed of progress
- Ensure effective communication of children's ministries and events to parents, congregation, and the community, including a current ministry profile of each children's program for use by guests and new parents
- Oversee Nursery Coordinator to ensure a growing, healthy ministry that provides safe and effective care of children
- Operate within budgeted parameters and provide budget formation input
- Participate in staff, Children's and other meetings, as directed
- Provide monthly written reports to the Senior Pastor, as requested

The Children's Ministries Director (II) is a part-time, salaried position. Minimum requirements for the position are a working knowledge of children's ministries, gifts and experience necessary to lead, develop, and implement teams in children's ministries, a passion for reaching the lost for Christ, organizational aptitude, good communication skills, and a strong desire to lead/shepherd staff and volunteers in the spiritual formation of children. The Children's Ministries Director must be a member of Lake City CRC or be willing to become a member and have a growing relationship with Jesus Christ, an active prayer life, and a servant's heart.

Children's Ministries Director: _____ Date: _____

Senior Pastor: _____ Date: _____

May 14, 2015