

Children's Ministry Director

Our mission is to help as many people as possible become totally committed to Jesus Christ

Primary Description:

Serve as the primary leader over children's ministries at Shoreline Community Church.

Status: Full time (40 Hours/week)

Lines of Accountability: Family Life Pastor

General Position Overview: Provides leadership, training, support and oversight to all Children's Ministry staff and volunteers. Articulate and model the mission and vision for the Children's Ministry, including defining and implementing strategies to meet that vision, in coordination with the Family Life Pastor. Additionally, responsible for the implementation and development of programming for the spiritual formation of children, and equipping parents to fulfill their responsibility as the primary spiritual leader of their children.

Ministry Responsibilities:

Leadership

- Leads the Children's Ministry department with clear vision, and develops and implements strategies that meet that vision.
- Oversees all programs within Children's Ministry, to include Sunday mornings and Awana Clubs.
- Manages overall organization, design and oversight of Children's Ministry programs
- Exhibit a high standard of professional conduct with pastors, co-workers, and volunteers and congregants
- Participates in leadership development building and applying new skills and capabilities. Equipping volunteers, both youth and adult, to become leaders.
- Recruits, hires, trains, leads, schedules and provides clear direction to volunteers in all children's programs – newborn through 5th grade; directly and through other staff, lay leaders, and teams
- Sees that volunteers and staff in the ministry are shepherded as they serve in their ministry
- Selects, evaluates, creates, and monitors overall implementation of curriculum

Administration

- Maintain agreed upon office hours for accessibility to children and families
- Respond to correspondence in a clear, professional and timely manner
- Develops, projects, and implements accurate budgets and then operates within those budgets without exceeding them

- Oversees and manages all hours on all worship services, excluding personal vacations
- Manages and executes children's ministry staff meetings, incorporating spiritual development
- Coordinates yearly program calendar, overseeing proper room reservations and facilities requests
- Ensures that any facilities used for children's ministry are appropriate, including safety, functionality for programming, appeal to kids, appeal to parents, adequate amounts of space, etc.

Communication

- Clearly communicates vision and purpose of children's ministry to the church family
- Collaborates with the children's ministry team in planning, organizing and executing semi-annual volunteer training and fellowship session to cast vision and build a culture of servanthood
- Responsible for all communications of children's programs, events, and responsibilities to parents, children, staff and volunteers
- Participate with the campus ministry team in necessary meetings
- Participates fully as a member of the ministry staff, including attending weekly all staff meetings as well as any planned retreats
- Appreciates children's ministry team through weekly recognition, birthday cards, etc. via email, phone, text and/or social medias
- Performs other responsibilities as assigned by senior staff

Qualifications:

- Strong personal relationship with Jesus Christ as evidenced by spiritual maturity and a close daily walk with Him, including a vision for the area of your ministry consistent with our mission statement.
- Be committed to the theological stance of Shoreline Church.
- Ability to effectively interact with staff regarding areas of responsibility.
- Strong interpersonal skills to effectively communicate and lead volunteers, teachers and children.
- Embrace a vibrant vision for Children's Ministry consistent with Shoreline's mission statement, as well as the philosophy that embodies Orange thinking.
- Love kids and grant grace in discipline.
- Work well both independently and collaboratively in a team environment.

Experience:

- Minimum Three (3) years experience working in children's ministry setting, may be in volunteer capacity.
- This position does not require specific educational experience, but instead we desire an applicant with a heart burdened for children and a passion for ministry.

Whatever you do, work at it with all your heart, as working for the Lord...

(Colossians 3:23)