

**RESPONSIBILITIES for
DIRECTOR OF CHILDREN'S MINISTRIES**

(weekly hours: up to 35)

Pay range: \$15-\$20 per hour dependent upon experience

Goal: To develop and oversee ministries that will help children (birth through 5th grade) and their families grow in Christian faith and become fully committed followers of Jesus Christ.

Qualifications:

1. Associates or Bachelor degree preferred
2. Experience in Children's Ministry or related field
3. Pass a background check

Responsibilities:

1. Coordinate Children's Sunday School year-round including recruiting and training teachers
 - a. Provide a monthly teacher meeting for prayer, planning and study. (Sharing ideas and best practices for the next month's lessons)
 - b. Purchase supplies for all children's classes and maintain the craft/supply room.
 - c. Give a monthly Children's Message during the worship services.
2. Plan and implement special events.
 - a. Plan special events for families with children including Vacation Bible School and seasonal celebrations such as Advent, Lent and Easter.
 - b. Plan special times in worship.

Examples include: Palm Sunday, VBS Sunday, Back-to-school blessing, Mother's Day/Father's Day, Christmas, bread-baking for World Communion, etc)
3. Connect with families and support them.
 - a. Examples include: organizing monthly family gatherings, small groups for parents, family service projects, etc.
 - b. Build relationships with families.
4. Communicate news to families through weekly a newsletter with information about Sunday School and upcoming events and provide information about the Children's program for the weekly church e-news, bulletin, etc.
5. Other duties:
 - a. Plan and lead monthly Children's Advisory Team meetings.

- b. Attend staff and Church Council meetings.
- c. Assist with church-wide events.
- d. (WCP) Be the church liaison with Wadsworth Christian Preschool and lead the preschool advisory team.
- e. (WCP) Mediate any disputes amongst the preschool teachers or between parents and teachers.
- f. Participate in continuing education opportunities and be aware of current trends and ideas for children's ministry.

Desired Outcomes:

1. Work with the church pastor and SPRC to establish short and long-term goals.
2. Create a staffing structure where Sunday school teachers feel adequately trained and equipped to lead, so the director can focus on overseeing the program.