

## Children's Ministry Director Job Description

### I. General Description and Purpose

The Children's Ministry Director (CMD) is primarily responsible for the day-to-day direction of Shalom Christian Reformed Church's ministry to children 5<sup>th</sup> grade and younger. The CMD will assist the Children's Ministry Team in coordinating ministry to children with the Youth Ministry Team and the Adult and Family Ministry Team as part of a comprehensive staff ministry and in fulfillment of the Children's Ministry Team mandate.

### II. Qualifications

- A. Publicly demonstrate a vital relationship with God, evidenced by qualities of a dedicated Christian who is focused on growing in Jesus Christ and showing His glory through his/her work at Shalom Christian Reformed Church (CRC).
- B. Demonstrate an acceptance of the Bible as the inspired Word of God and believe in and promote the Christian Reformed Church doctrines, theology, and interpretation of the Bible.
- C. Be or become a member of Shalom CRC.
- D. Be highly organized and able to communicate effectively with all involved in children's ministries in Shalom CRC.
- E. Display a Christ-like loving and caring spirit for the children involved in ministries at Shalom CRC.
- F. Experience in working with children desired.

### III. Accountability

- A. Directly accountable to the Council through the Leadership Team, meeting with the Council one time per year along with the team leader.
- B. Attend scheduled staff meetings.
- C. Attend two annual Shalom Leadership retreats.
- D. Attend, as an ex officio member, all meetings of the Children's Ministry Team.
- E. Submit to an annual personnel review.
- F. Submit monthly reports in writing to the Council.
- G. All expenses must be approved by the deacon liaison prior to submitting for reimbursements.

### IV. Responsibilities

- A. Lead the Children's Ministry Team in providing ministry to children through GEMS, Cadets, Children and Worship, Kid Zone, Nursery, Christmas Program, *At the Table* training, and an annual Camp Mercy/Vacation Bible School. This will include assisting the Children's Ministry Team with some or all of the following:
  - 1. Recruiting, training, and supporting Kid Zone teachers.
  - 2. Preparing/choosing Children and Worship materials and, at least occasionally, leading Children and Worship.
  - 3. Reviewing and selecting curriculum for Kid Zone & Camp Mercy/Vacation Bible School that supports the overall educational goals of the congregation.
  - 4. Recruiting, training, and supporting nursery attendants and a volunteer nursery coordinator; this includes supporting Coffee Break's "Little Lambs" program.

5. In cooperation with the Youth Director and Adult and Family Ministry Director, recommend a comprehensive educational ministry to the Council.
  6. Recruiting, training, and supporting counselors and leaders for the GEMS and Cadet programs.
  7. Recruiting and supporting leaders for a children's Christmas program.
  8. Recruiting, training and supporting leaders and helpers for Shalom's *At the Table* training session with the intent of bringing youth to the sacrament of Communion.
- B. Welcome children visiting the church and incorporate them into the life of the church if their parents regularly attend or become members.
- C. Enfold and assist children in need within the congregation.
- D. Provide opportunities for education and friendship with other children.
- E. Support the elders, pastor, and Council in pastoral care of children as needed.
- F. Complete other duties as assigned in support of the Children's Ministry Team mandate set by Council.
- G. Recommend to the Council, via the Children's Ministry Team, improvements in procedures and/or facilities that will ensure a safe, welcoming environment for children in our children's ministry activities and programs.
- H. Coordinate children's ministry activities with the activities organized by other teams and coordinate special events as required. Cooperate with and support other employees of Shalom CRC.
- I. Administrative Duties
1. In cooperation with the Children's Ministry Team, create a proposed annual budget for submission to Council.
  2. In cooperation with the Office Administrator, ensure all volunteers working with children under the age of 18 submit to a background check.