

Trinity Church Job Description

Title: Director of Children's Ministry

Reports to: Associate Pastor for Family Ministry and Senior Pastor

Position Mission: To share the love and word of Jesus Christ with children - nursery through 5th grade - and their families, through a variety of children's ministry opportunities, such as in-person, virtual, and family outreach ministries.

Qualities Desired:

- A genuine love of God and all of God's people
- A humble faith in Jesus Christ reflected in a life of consistent Christian character
- High energy, strong communication skills including technology and social media
- An ability to multi-task and deal with a variety of details and demands
- Planning and implementing developmentally appropriate Bible lessons and activities

Specific Duties:

- Develop and communicate, in consultation with the Associate Pastor and Senior Pastor, a vision and plan for the Children's Ministry that will provide children with a solid Christian foundation of:
 - ✓ biblical knowledge,
 - ✓ Christian discipleship
 - ✓ worship understanding
 - ✓ mission knowledge and experience
- Provide leadership, support and, as needed, guidance for a variety of children's ministry areas, including but not limited to:
 - ✓ KidVenture – plan, organize, and conduct Sunday morning in-person and virtual children's ministry program with church school leaders
 - ✓ Virtual Classrooms
 - ✓ Family Outreach and Supply Bags – create care-packages and supply bags and arrange volunteers to deliver them to families
 - ✓ Summer Sunday morning church activities for children
 - ✓ 4th and 5th grade fellowship
 - ✓ Attend Memorial Day Parade/working with VBS Leader to promote summer program
 - ✓ Children's Events including but not limited to (Christmas Pageant, Bible Sunday, Bible Blast, Frog Eyes, Secret Angels, Easter Event, Blessing of the Backpacks, Family Ministry Events, etc.)
 - ✓ Supervise Nursery & Creative Activities
- Oversee Christmas Appreciation and May Appreciation Breakfast for church school leaders
- Communicate and meet with the Associate Pastor, Director of Middle School Ministry and Director of High School Ministry on a regular basis in order to envision, plan, implement and evaluate ministry
- Assist the Director of Vacation Bible School and attend Vacation Bible School

- Recruit, train, organize, nurture and encourage laypersons who love Jesus Christ and who desire to serve the Lord by using their spiritual gifts to lead, teach, mentor, assist and help children and their families.
- Be attentive to the need for pastoral care for children and their families and report in writing on their weekly contacts to the Associate Pastor
- Develop and manage the Christian Education budget, in consultation with the Associate Pastor and the Finance Ministry Team
- Nurture and grow a personal relationship with Jesus Christ through personal worship, devotions, Bible study, fellowship and service
- Stay "current" with the needs and "culture" of children and their families in the community and nationwide

Supervisory Support:

- Nursery and Creative Activities staff
- VBS Director

Meetings:

- Bi-weekly full church staff meetings, Wednesdays, 10 – 11:30 am (if needed)
- Bi-annual program planning meetings
- Family ministry team meetings
- KidVenture team meetings including monthly prayer meeting, curriculum team meeting
- Volunteer training/orientation meetings (August)

Reporting:

- Weekly Vital-Signs statistical report / Attendance
- Monthly reports to the Administrative Board & Lay Personnel MT
- Reports as requested by pastors including weekly contact report
- Monthly Tidings report

Working conditions: One goal of Trinity Church is to model for the world, fair, family friendly-employment practices. It is with this understanding that we write these working conditions:

- The Director of Children's Ministries will be part of a team of clergy and staff who will work together with the laity to meet the needs of the congregation and the community.
- Due to the nature of ministry, the working hours of this job will vary dramatically from week to week and season to season. However, on the average, this job should not consume more than 30 hours a week.
- Ministry with volunteers and for children and their families requires evening meetings and programs. However, in order to develop and maintain a healthy family life, it is understood that on the average, this position will not require more than three evenings away from home a week.

Revised: April 2021