

## 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 5<sup>th</sup> 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 activates

### 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 children's ministry program with church school leaders
  - ✓ Family Outreach and Supply Bags – create care-packages and supply bags and arrange volunteers to deliver them to families
  - ✓ Summer Program – plan and run summer activities for children
  - ✓ Memorial Day Parade – prepare Memorial Day Parade 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.)
- Plan Christmas Appreciation and May Appreciation Breakfast for church school leaders
- Communicate and meet with the Associate Pastor, Director of Student Ministries and Administrative Assistant 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, Director of Student Ministry 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

#### Meetings:

- Bi-weekly full church staff meetings, Wednesdays, 10 – 11:00 am
- 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 25 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.

Hours: 25 hours weekly

Salary: \$18,850 yearly

Revised: March 2022