

Name of CHURCH

**“... to encourage and inspire all of God’s children
to become disciples of Jesus Christ.”**

**DIRECTOR OF CHILDREN’S MINISTRIES
Job Description**

PERSONAL QUALIFICATIONS:

The Director of Children’s Ministries is a full-time position. As in other positions in the church, the person employed in this position is to demonstrate a commitment to Christ and His Church and an ability to work well with other people, exhibiting Christian character in all relationships and at all times. Important qualifications include Christian faith and experience, Christian character, devotion to God’s work through the Church, honesty, confidentiality, trustworthiness, responsibility, dependability, enthusiasm, creativity, flexibility, inclusiveness, humor, selflessness, and a love for children.

This person should have at minimum an undergraduate Bachelors degree.

SKILLS REQUIRED:

1. The ability to communicate his/her Christian faith to and work with children (ages birth to 12) and their parents,
2. Organization and planning, including fiscal planning and budgeting,
3. The ability to work within a staff team.

RESPONSIBILITIES:

1. Direct the planning, coordination, operation, and evaluation of a comprehensive children’s ministry focusing on the spiritual formation of children in the church and community.
2. Enlist, train, and supervise volunteer staff related to the children’s ministry and its leadership.
3. Provide spiritual guidance, direction, and inspiration to the children’s ministry and its leaders.
4. The Director shall serve as a staff resource person and advocate for children in the Children’s Ministry Team and its sub-groups, the Church Council, and other working groups.
5. Serve in a pastoral capacity, nurturing children and their families spiritually and personally, in cooperation with the pastors.
6. Lead in the cultivation of prospective families with children.
7. Coordinate the annual confirmation program.
8. Coordinate communications for the children’s ministry.
9. Supervise use of the children’s ministries budget and special funds.
10. Coordinate the children’s ministry schedule with the overall church schedule.
11. Serve as an active liaison with the weekly Childcare Director as it relates to mutual program interest, e.g. Vacation Bible School.
12. Represent the children’s ministry in the community at large.

13. Serve as a resource person in the purchase and maintenance of children's ministry settings, furnishings, and supplies, to ensure safety and educational quality.
14. Publicize the children's ministry, including but not limited to submitting regular information for the church's newsletter and bulletin and to the regional church publications.
15. Act as a liaison to the annual conference and other connectional children's ministries.
16. Attend all staff meetings.

ACCOUNTABILITY:

The Director of Children's Ministries shall work under the direct supervision of the Associate Pastor and shall remain accountable to the Staff-Parish Relations Committee.

This Director shall serve as a staff resource person related to the Children's Ministry Team and its sub-groups, the Church Council, and other working groups as determined in consultation with supervisors and the Staff-Parish Relations Committee.

BENEFITS:

1. Compensation
 - a. Salary is to be paid on a monthly basis.
 - b. A total compensation package may be structured in consultation with the Finance Office to best take advantage of current tax law.
 - c. The compensation and benefits package will be reviewed annually by the Staff-Parish Relations Committee and adjusted as deemed appropriate. Considered in the adjustments will be cost of living increases or decreases, length of employment, job effectiveness, and the general financial condition of the church.
2. Vacation
 - a. All vacations should be scheduled only after consultation with the Director's supervisor and at least one month in advance.
 - b. The Director of Children's Ministries will be eligible for one week of paid vacation in the first year of employment to be taken after six months has elapsed.
 - c. After the first year, the Director of Children's Ministries will be eligible for two weeks of paid vacation annually.
 - d. After the fifteenth year, the Director of Children's Ministries will be eligible for three weeks of paid vacation annually.
 - e. Unused vacation leave will not be carried over from one year to the next.
3. Sick or Emergency Leave
 - a. Sick or emergency leave is defined as days absent from work (for which the employee is still paid) due to personal illness, illness in the family, or other personal emergencies.
 - b. Sick or emergency leave will be granted on the basis of one week annually in the first two years and two weeks after two or more years.
 - c. As with vacation leave, sick or emergency leave will not carry over from one year to the next.

- d. Once the limit of leave is reached, the employee may take additional sick or emergency leave, without pay, after consultation with his/her supervisor.
4. Continuing Education
- a. Based upon the annual evaluation, continuing education may be recommended to increase the Director's effectiveness. Funds for this continuing education will be provided from the staff pool as approved by the Church Business Administrator.
 - b. It is recommended that the Director of Children's Ministries participate in related connectional professional organizations.
5. Holidays
- The following holidays will be observed by the church with the church office being closed: New Year's Day, either Martin Luther King Day or President's Day, Easter (either Friday or Monday), Memorial Day, Independence Day, Labor Day, Thanksgiving Day (two days), and Christmas (two days).
6. Days Off
- Since the Director of Children's Ministries will be working on Sunday, one weekday off shall be given for him/her to observe the concept of "Sabbath." This day off should be a regular day and determined in consultation with his/her supervisor.
- Occasionally, additional time off may be necessary to compensate for heavily loaded seasonal schedules. This "comp" time should be arranged with the Director's supervisor.

GENERAL COMMENTS:

The Director of Children's Ministries is an at-will employee of the church.