

Children's Ministry Job Description

Job Title: Children's Ministry Director

Reports To: Lead Pastor / Executive Pastor

Status: Full-Time (40 hours per week; includes Sundays and Wednesday evenings)

Position Overview

The Children's Ministry Director serves as the primary leader and champion of ministry to children (birth–5th grade), helping our church live out its mission to be **fueled by the gospel, rooted in prayer, and urgent in mission**. This role exists to partner with parents, equip volunteers, and create environments where children encounter Jesus, grow in their understanding of the gospel, and are formed as young disciples.

The Director provides vision, structure, and hands-on leadership to ensure children's ministry is gospel-centered, spiritually vibrant, safe, and welcoming—laying a strong foundation of faith that shapes children and families for a lifetime.

Ministry Vision & Values

The Children's Ministry Director will lead with the following convictions:

- **Fueled by the Gospel:** Every lesson, environment, and interaction points children and families to the good news of Jesus—His life, death, resurrection, and ongoing work in our lives.
- **Rooted in Prayer:** Ministry decisions, volunteer leadership, and weekly programming are shaped by dependence on God through prayer.
- **Urgent in Mission:** Children's ministry is not childcare—it is mission field. We intentionally disciple children and partner with parents to reach families and raise the next generation of Christ-followers.

Key Responsibilities

1. Programming & Ministry Leadership

- Lead and oversee all children's ministry programming for birth–5th grade, including:
 - **Sunday Mornings:** Two full services (50–52 weeks per year)
 - **Wednesday Mornings & Evenings:** September–May

- **Wednesday Mornings:** Summer Bible Study
- Ensure all programming is:
 - Gospel-centered
 - Age-appropriate and engaging
 - Spiritually formative rather than activity-driven
- Lead children in worship and/or Bible teaching as needed.
- Regularly evaluate ministry effectiveness and make improvements that strengthen gospel clarity and spiritual impact.

2. Volunteer Recruitment, Leadership Development & Team Building

- Recruit, train, schedule, and shepherd a large team of volunteers.
- Cast compelling vision so volunteers see their role as **ministry partners**, not simply helpers.
- **Develop a leadership team underneath the Children's Ministry Director**, identifying and training key leaders (team leads, coordinators, parent leaders) who can share responsibility and multiply ministry impact.
- Build sustainable volunteer systems through:
 - Long-range scheduling
 - Intentional recruitment pipelines
 - Strategic assimilation of new families into serving roles
- Provide coaching, encouragement, and spiritual care for volunteers and leaders.
- Develop and oversee a **parent leadership group** to assist with events, volunteer recruitment, and ministry feedback.

3. Administration & Communication

- Select, implement, and prepare curriculum that aligns with the church's gospel-centered mission.
- Oversee weekly curriculum prep, materials, and supply management.
- Communicate clearly and consistently with parents and volunteers via email, text messaging, and the church database.
- Create basic graphics and ministry communications as needed.
- Maintain accurate schedules and service plans using the church's planning software.
- Manage background checks and ensure compliance with all child safety policies.
- Oversee basic media and technology needs in children's spaces (TVs, computers, iPads, printers).

4. Safety, Security & Facilities

- Champion a culture of safety, trust, and excellence in all children’s ministry environments.
- Ensure best practices for:
 - Child check-in/check-out procedures
 - Volunteer screening and background checks
 - Classroom and playground safety
- Help develop and implement improved security strategies, including:
 - Wednesday evening security coverage
 - Classroom security cameras
- Advocate for and help plan facility and classroom improvements that create welcoming, functional spaces for ministry.

5. Special Events, Evaluation & Innovation

- Plan, lead, and oversee major children’s ministry events, including:
 - 4th–5th Grade Retreat
 - Easter Egg Hunt
 - Vacation Bible School
 - Baptisms, child dedications, worship service involvement, and other family-focused events
- Evaluate major ministry events for effectiveness, including:
 - Gospel clarity and spiritual impact
 - Volunteer engagement and sustainability
 - Family participation and outreach effectiveness
- Make strategic recommendations for improvement, modification, or replacement of existing events.
- Propose and develop new major children’s ministry events or experiences that align with the church’s mission and serve as meaningful discipleship or outreach opportunities.
- Utilize special events as missional on-ramps for families new to the church.
- Assist with broader church-wide events as needed.

6. Strategy, Growth & Long-Range Planning

- Lead strategic initiatives to strengthen and grow children’s ministry, including:
 - Updating outdated technology
 - Selecting and implementing new curriculum
 - Addressing volunteer shortages proactively
 - Planning facility and classroom improvements

- Refuse to operate in “week-to-week survival mode” by prioritizing long-range planning alongside urgent weekly needs.
- Regularly assess ministry health and make recommendations that align with the church’s mission and future direction.

Time Expectations & Work Rhythm

This is a full-time ministry role with a flexible but intentional weekly rhythm:

- **Average:** 40 hours per week
- **Required Presence:** Sundays and Wednesdays
- **Seasonal Demands:** Increased hours during VBS season (VBS week may require 50–60 hours)

Typical Weekly Rhythm:

- **Mondays:** Administration, volunteer recruitment, meetings, follow-up from Sunday
- **Tuesdays:** Creative planning, curriculum prep, long-range strategy, special projects
- **Wednesdays:** On-campus presence for morning and evening children’s programming
- **Thursdays: Intentional relationship-building day**
 - Meeting with parents, volunteers, and potential leaders
 - Investing in future volunteers and leadership development
 - Building community and trust that strengthens long-term ministry health
- **Sundays:** Hands-on leadership, volunteer support, classroom oversight

Thursdays–Saturdays are generally off from formal programming, but availability for communication and pastoral responsiveness is expected.

Current Ministry Context (for Reference)

- **Sunday Mornings:** ~125 children; 38–44 volunteers
- **Wednesday Mornings:** 25–50 children; 5–15 volunteers
- **Wednesday Evenings:** 40–60 children; 10–15 volunteers
- **Vacation Bible School:** 200–230 children; 90–100 volunteers

Qualifications & Character Expectations

- A growing, authentic relationship with Jesus Christ.
- A clear calling to disciple children and partner with parents.
- Experience leading children's ministry or a related ministry context.
- Strong organizational, communication, and leadership skills.
- Ability to recruit, motivate, and shepherd volunteers.
- Alignment with the church's mission, theology, and values.
- A prayerful, humble, and mission-minded leader who loves the local church.

Bottom Line

The Children's Ministry Director is not simply managing programs—they are shaping the spiritual formation of children, empowering families, and advancing the mission of a church that is **fueled by the gospel, rooted in prayer, and urgent in mission.**