

## Remembrance Church Job Description

### Children's Ministry Director

The Director of Children's Ministry is responsible for providing vision, leadership, recruiting, equipping, teaching, structure and oversight to the children's ministry at Remembrance Church. The children's ministry encapsulates children in nursery through 5th grade, and its success is predicated on having an abundance of committed, equipped, passionate volunteers. The Director of Children's Ministry formulates comprehensive plans for the ministry that aligns with the overall mission, vision, and annual Ministry Plan of Remembrance Church.

#### Job Responsibilities:

- **Management / Oversight / Empowerment of Support Staff and Volunteers (~ Hours)**
  - Give direct oversight to all other areas of Children's ministry - special events, ordering materials, managing schedules, recruiting volunteers, etc.
  - Build and Oversee a Children's Ministry team of volunteers.
  - Give volunteers the resources they need to minister effectively to children (tools, training, encouragement, etc.).
  - Create an environment where you and your leaders are both being mentored and mentoring others (disciples making disciples).
  - Give direct oversight to our Sunday morning children's ministry programming and Nursery, as well as Wednesday evening children's ministry programs.
  - Be an advocate for, and offer support of, special needs ministry at Rc.
  - Ensure that all Children's Ministry volunteers adhere to the Child Protection Policies.
  - Hold Children's Ministry Staff accountable for meeting the goals and strategies that have been outlined
  - Provide encouragement to the staff when performing well or instruction when improvement is required.
- **Casting Vision / Developing Strategy / Foundation Building (~ Hours)**
  - Develop Children's Ministry vision, direction and goals, aligned with and in support of the overall mission and vision of Remembrance Church.
  - Work to ensure that the children's ministry vision and strategies are understood and aligned with other Rc ministries.
- **Content / Resources / Curriculum (~ Hours)**
  - Using the Rc Spiritual Pathway, introduce children to the fullness of the Christian life by encapsulating all of the Rc mission elements (Connect, Experience, Grow, Serve, Reach) within the ministry.
- **Other Logistics / Administration (~ Hours)**
  - Work with the Office & Facilities Manager to coordinate schedules, room use, etc.
  - Develop and manage the Children's Ministry budget.
  - Develop, Implement, and manage safety and security procedures for Children's Ministry, including fire/hazard policies and security measures.
  - Attend Staff Meetings and perform other duties/functions as assigned.
  - Give directions to staff and oversee the data collection concerning the type and content of data needed to effectively facilitate the reporting requirements to track and manage children, families and volunteers.
- **Communication – Staff/Volunteers/Parents/Children (~ Hours)**
  - Facilitate effective communication among the staff and with the congregation regarding children's growth opportunities and events.
  - Communicate regularly with parents/volunteers regarding schedules, events, changes.
  - Intercede with conflict resolution when behavioral issues arises between staff and volunteers.
  - Educate and equip parents to be help them with their spiritual responsibilities of raising children.
- **Partner/Coordinate with other Ministries (~ Hours)**

- Partner with the Director of Youth Ministry to strive toward ideal “handoffs” for children exiting 5th grade and entering 6th grade.
- Selectively (as necessary) help shepherd children as they transition out of Children’s Ministry and into Junior High Ministry - stay involved as necessary/appropriate to help with the adjustment.

**Giftedness, Job Skills, and Abilities:**

- A natural love and passion for shepherding, teaching, and loving children
- Strong interpersonal skills; an ability to work well with other staff members, volunteers, and parents & guardians
- Able to discern and cast vision, and to think and act strategically
- Forward-thinking and a self-starter
- Excellent organizational and follow-through skills
- Strong communication skills, with good verbal and written communication.
- A strong collaborator and team builder
- Able to delegate, enable and support others.
- Comfortable with “doing” frontline aspects of the ministry, but in moderation
- Naturally inclined to acknowledge/thank current volunteers while actively seeking opportunities to recruit new volunteers
- Compassionate and appropriately affectionate
- A quick-start, balanced with strong follow-through skills
- Slow to anger or to get rattled, and quick to forgive and move on

**Additional Requirements:**

- A personal commitment to the Lordship of Jesus Christ in every area of his/her life
- A mature believer – spiritually, emotionally, and relationally
- In agreement with and committed to the Mission, Vision, and Core Values of Remembrance Church
- Be an active committed member, worshipping and dedicated to reaching people for Christ at Rc.

**Relationships:**

- Directly Reports to: Executive Administrator
  - Note of clarification: A person’s direct report is not necessarily who they work with the most and/or the one that gives them “day-to-day” tasks/direction. A Direct Report provides Managerial Type Functions like: Performing their Annual Performance Review, Clearly Communicating Up-to-date Job Responsibilities (based on Job Description) , Correcting Problem Behavior and Encourages progress in areas that could use improvement, Evaluate/provide tools to support the work of the employee (example: software), Main contact for HR Questions, Maintains/Updates their Covenant
- Is a Direct Report for the following positions:
  - None
- Works extensively with:
  - Core Ministry Support Staff
    - The Children’s Ministry Director and the Executive Administrator would work together to determine the specific individual(s) and the total amount of support time needed for the current needs of the Children’s Ministry Programs.
  - Volunteer Leaders of various “programs” within the ministry
  - Director of Youth Ministries as well as other ministry Directors.

**Minimum Estimated Average Percentage of Time Spent working in the Church Office (compared to a home office):**

- 85%+

**Estimated Average Weekly Work Hours:**

- Annual weekly average of 25-29 hours
  - Some weeks could require more than 29 hours and other weeks require less than 25 hours
  - Full Time position would be an adjustment of hours in each area.

**Salary and Benefits:**

- \$20,000-\$30,000 depending on experience and work schedule. Benefits are negotiable.

**Special Notes:**

- This position could possibly be filled as a Full Time position depending on special circumstances. In this case, the Salary Range and Benefits Offering would be adjusted upward accordingly and Covenant approval by Management Board would be required before the Staff Leadership Team could extend an offer of employment to an individual.