



JOB DESCRIPTION

Position Title: DIRECTOR OF CHILDREN'S MINISTRY

Reports To: Family Pastor

Key Relationships: Reports to the Family Pastor; close coordination with other staff and ministry leaders; volunteer leaders/helpers in the children's ministry program; parents and children.

Scope: The full-time (40 hours) Director of Children's Ministry will help plan, organize, and facilitate quality and intentional learning environments for children from birth through 5th Grade. The Director will also manage any logistical support in preparation for each Sunday morning, and Wednesday evening. At designated times, the Director will participate in community outreach to young children and their families. The Director should love Christ, fun, kids and their families, and the volunteers who serve them. The Director should also have proficient administrative and teaching abilities, and an appreciation for the big picture vision of CF Family Ministries. Their relational skills and team orientation will be crucial in helping build and strengthen partnerships with parents to effectively make disciples of the next generation.

Character: Spiritually mature believer in a vital, growing relationship with Christ expressed in a commitment to humble, servant leadership. Exhibits a heart for children, families and a love for the local church.

Success: What does success look like? **Success is defined as:**
A thriving kids ministry where parents feel supported and resourced, volunteers are equipped and encouraged, and the kids of Community Fellowship know they are loved by God, and growing in their discipleship.

Primary Responsibilities:

- Champion the vision and strategy for children's programming for infants through 5th grade in alignment with the overall mission, vision, and strategies of CF and the Family Ministry team.
- Oversee, develop, and support the CF Kids volunteers to execute excellent midweek and Sunday morning gathering experiences, small groups, and other events.
- Recruit, train, and develop a highly engaged and motivated volunteer team, ensuring they are well equipped, supported, and encouraged.

- Uphold the child protection and safety policies, including correct minimum child-to-leader ratios, to deliver a safe experience for every child in the ministry.
- Plan and manage the budget for the children’s ministry, utilizing resources effectively to achieve maximum impact.
- Serve as a primary support to all parents of young children at CF as they help their kids learn to love and follow Jesus.
- Help equip the welcome desk with necessary and helpful information related to CF Kids.
- Relationally and regularly engage parents and young children outside the walls of CF to create a visible and sustainable presence in surrounding communities by visiting families with newborns, supporting parents in crisis, being at community events, etc.
- Inform and collaborate with the Family Pastor concerning any “care” issues regarding young children or their families.
- Support the CF website and CF kids pages with relevant and current parent information.

Qualifications: A suitable candidate will meet these criteria.

- A passion for ministering to families and young children.
- A minimum of a Bachelor’s degree from an accredited institution preferably in a related field and with some level of Bible education.
- 5+ years of prior experience working with children and volunteers in a similar church setting, or children’s ministry program is strongly preferred, but not required.
- Ability to build teams relationally by encouraging and equipping others for volunteer roles.
- Self-starter, good communication skills, organizer, administrative skills, and team player.
- Confesses Jesus Christ as Savior and Lord with evidence of a growing and mature life of discipleship in Christ.
- Agrees with the vision, core values, statement of faith, purpose, and direction of Community Fellowship and specifically of the Children’s Ministry program.
- Has a track record of honesty, confidence and humility (Philippians 2:1-7) as well as patience and commitment in working with others (James 1:2-4).
- Demonstrates spiritual maturity in the area of healthy relationships, home life, and personal stewardship. (1 Peter 1:15-16)
- Display a passion for the gospel, God's Word, and the local church. (Romans 1:16; Psalm 119:15-16).

Interested: Send resume and cover letter to Family Ministry Administrator – Ashley Duncan at aduncan@commfell.org

Prepared: July 2022