

JOURNEY COMMUNITY CHURCH

Children's Ministry Director Position Description

Position Summary: to oversee Journey's Nursery, Preschool, and Elementary program leading students, parents, and leaders through the 5 stages of discipleship.

Reports to: Associate Pastor of Discipleship

Works with: Ministry Team Leaders, office staff

Supervises: Pre-school and Elementary volunteers

Possible SHAPE

Spiritual gifts: Leadership, Administration, Shepherding

Heart: to see families strengthened with the Gospel

Abilities: cast vision, recruit and train leaders, problem solve, motivate, work well with people, shepherd others, communicate and organize effectively.

Personality: reflective, futuristic, innovative

Experiences: coordinating and familiarity with Journey's children's ministry or other minded ministry.

Membership required: Yes

Hours per month/week: Up to 48 hours per month. They can be divided up as needed.

Compensation: TBA

Empowering the Parents:

1. Send out monthly reminders of what children are studying and the at home resources (preschool and elementary)
2. Ensure that volunteers are following up with parents and the children regarding the at home resources
3. Coach volunteers to connect with the parents about how their child is doing
4. Spend time interacting with the parents

Equipping the Leaders:

1. Shepherding/caring for the volunteers
2. Providing periodic training
3. Recruiting and training new volunteers
4. Meet with volunteer team 20 minutes before each service to pray and go over a page in the policy handbook
5. Help volunteers by answering questions, troubleshooting, and coaching
6. Spend up to three services per month (first or second), shepherding or training volunteers in Preschool or Elementary (possibly filling in)

7. Complete or delegate the following
 - a. Upload worship elements for weekly classes
 - b. Print off curriculum and set up materials for each class

Engaging the Students

1. Help make the children's experiences fun and meaningful

Admin/Communication:

1. Communicate with the church office relevant information
2. Send email to volunteers with tips and reminders
3. Coordinate and or develop Nursery, Preschool and Elementary Room Leaders
4. Develop weekly volunteer schedule and add schedules for nursery, preschool, and elementary to planning center
5. Oversee the Children's Ministry Budget
6. Communicate to the church celebrations of what is happening
7. Create and/ or update an on-line and paper organizational system that small group leaders/teachers can easily access
8. Update and develop training guides in concert with preschool and elementary room leaders.
9. Charge check-in tablets and test check in system before Sunday service
10. Assist new families with check-in and help get their children situated in their classes

Bottom Line: Lead children, leaders, and parents through 5 stages of discipleship