

Director of Children's Ministry Job Description

Trulls Road Free Methodist Church – November 2nd, 2016



Title: Director of Children's Ministries

Reports to: Associate Pastor of Worship Arts and Families

Hours: 20 hours per week including Sunday

PURPOSE:

The goal of the Children's Ministry at TRFMC is to see children come to faith in Christ, and to encourage continued spiritual growth in their formative years.

The Director of Children's Ministry will implement effective programs for children (nursery school through Grade 5) to nurture spiritual growth and lead our children to a personal relationship with Jesus Christ. Ultimately, the desire is to see children continue into youth ministry and become active participants in the body of Christ.

MAJOR RESPONSIBILITIES:

LEADERSHIP

- Cast a church-wide vision for Children's Ministry
- Organize and administrate the scheduling of all Children's Ministry Volunteers
- Intentionally create a culture of collaboration with the Youth Director to help transition our children into active participants of youth ministry
- Co-ordinate P2P training and procedures for all Directors, Teachers and Volunteers
- Propose and administrate the Children's Ministry budget in collaboration with church leadership
- Develop and Chair the Children's Ministry Team

TRAINING & EQUIPPING

- Provide a system of recruiting, equipping and developing volunteers for the various aspects of the Children's Ministry at Trulls.
- Utilize Children's Ministry training and conference events when appropriate
- Work in collaboration with the Youth Director regarding the hiring process of the summer student staff for Children's Ministry

COMMUNICATION

- Communicate with the congregation the scope of the Children's Ministry on an on-going basis
- Seek to provide an atmosphere of openness in listening to the concerns of those involved in Children's Ministry and parents, and respond in a gracious and biblical manner

- Relate to and coordinate with the Director of Youth Ministry around events and programs in collaborative ways with an eye always to seeing children and youth becoming disciples of Christ.
- Seek to be familiar with new and innovative programs in the field of children's ministry.

PROGRAMMING

Sunday School Program

- Co-ordinate an effective Sunday morning program
- Research, procure and maintain age-appropriate curriculum and resources
- Regularly evaluate the effectiveness of the program

Mid-Week Program

- Co-ordinate an effective Sunday morning program
- Research, procure and maintain age-appropriate curriculum and resources
- Regularly evaluate the effectiveness of the program

VBS

- Co-ordinate, build and expand an effective week-long program(s) for summer vacation
- Research and procure age-appropriate curriculum and resources
- Discuss/debrief and evaluate the effectiveness of the program

SPECIAL EVENTS

- Offer Special Events for children such as March Break Camps, Christmas Concerts, Special Outings and Feature Events
- Give oversight and seek to find appropriate volunteers to run these events

ADDITIONAL RESPONSIBILITIES AND CONSIDERATIONS

- Give oversight to the summer student ministry programs for Children's Ministry.
- Find ways for the children to participate in the worship service throughout the year
- Regularly participate in personal development and staff meetings as required in consultation with the Associate Pastor
- In consultation with the Associate Pastor, establish some regular office hours
- Participate in a Performance Plan and Appraisal review at TRFMC under the direction of the Personnel Team
- Limit your hours of work each week so as to balance out family, faith and ministry life.
- Perform other reasonable duties as assigned by the Associate Pastor