

Calvary Community Church

Job Title: Director of Children's Ministries

Reports to: Associate Pastor

Job Classification: Full-time

Expected Hours/Week: 40 Hours per week

FLSA Classification: Exempt

Date Job Description Last Reviewed: September 2023

Calvary Community Church Mission/Purpose Statement: Because the world needs Jesus, we will seek to have the greatest possible impact providing a place where people are welcomed and easily find their place to belong in a family—a place for people to grow in their knowledge of Jesus, a place where people serve Jesus excitedly using their gifts, talents, passions, and abilities to grow the kingdom—making the gospel known in every place we have impact so that we can celebrate with the angels at new birth in Christ and his impact in our midst.

Job Purpose/Summary: To provide overall leadership to all aspects of Calvary Community Church Children's Ministries. An integral member of our team, you will shepherd carefully and prayerfully all participants – children, parents, and volunteers – involved in all aspect of this ministry to ensure everyone is equipped to provide age-appropriate, doctrinally sound teaching of the Word of God to our children and instill within each of them a passion for the lost that will reap benefit in the years to come.

Character: An intimate, life-changing, growing relationship with God. This individual demonstrates a life which is God-honoring, Christ-centered, and Spirit led. A heart that seeks to impact children with the love of God and the gospel.

- Integrity displayed as mature, pastoral, spiritual leadership (Psalm 78:72)
 - A heart of humility ((Numbers 12:3)
 - Example for others (Philippians 4:9)
 - Heart of a shepherd (Ezekiel 34:23; Peter 5:2)
- If married, there is a dynamic, God-honoring with their spouse, one that is an example to the congregation.
- If a parent or grandparent, there is a God-honoring, fun-loving relationship with children which models Godly parenting.

Responsibilities and Duties:

- Lead and equip people to live out and contribute to the core values of CCC – Belong, Grow, Serve, Testify, Celebrate.
- Oversee the vision, strategy, direction, communication, and budget of CCC Children's Ministry. Develop others and delegate to them as appropriate in the following areas:
 - Oversee Children's ministry in both programming and curriculum development (birth to 5th grade).
 - Oversee and provide guidance for the Awana ministries.
 - Coordinate, oversee and execute volunteer recruitment, training, and development for early childhood. Nurture and support all volunteers serving in early childhood areas.
 - Build relationships with children of all ages.

- Partner with parents and be a resource for parents to come to with questions about the developmental stages of their children.
- Provide care for all children's ministry staff, building loving, encouraging relationships.
- Integrate children into the life of Calvary Community Church. Help raise the awareness among the larger church family of what God is doing in the lives of our children.
- Partner with Student Ministries as kids transition from one ministry to another.
- Partner with all CCC ministries to advocate for, align with and be a champion for CCC children.
- Provide leadership and oversight to the finances of Children's Ministries.
- Work closely with all staff to ensure Child Protection Policies are regularly reviewed, trained, implemented, and followed.

Qualifications and Skills:

- Stable, mature growing disciple of Jesus Christ, committed to the mission of Calvary Community Church.
- Vision for a ministry that is exciting and relevant to children that encourages and produces spiritual development.
- Demonstrates a strong working knowledge of children's development stages and learning styles.
- Demonstrates high energy and passion to envision, equip and include others (staff, volunteers, leaders, and teams) in the ministry.
- Demonstrates ability to think strategically and can anticipate and proactively initiate necessary changes to keep the ministry dynamic and growing as it serves our children.
- Formal Bible or seminary training preferred, but strong Bible proficiency would be considered.
- Professional education training and/or relevant experience at the leadership level in Children's Ministry.

Annual Review Process: The Director of Children's Ministry will be reviewed on an ongoing basis by the Associate Pastor using the review process established by the Personnel Committee. An annual review with a member of the Personnel Committee and the Associate Pastor that will be completed each year before the church Annual Business meeting.

Acknowledge and agree to: I have received and reviewed a copy of this job description. I have been given a copy of the job description as well for my records. I am clear as to what is expected of me in this position. If I have any questions going forward concerning my job description, I am encouraged to discuss them with my supervisor.

Name

Date