

JOB DESCRIPTION: DIRECTOR OF CHILDREN'S MINISTRIES**Accountability**

Primary – Family Ministries Pastor

Personnel Accountable to this Position

Children's Ministries Coordinators (Sunday School, children's church, AWANA, summer ministries and Good News Club).

Prerequisite Skills

Church member. Spiritually mature. BA or BS in Education, Children's Ministries or related discipline. Proven experience in working with children and families, C.E. curriculum development, staff planning and evaluation. Administrative and organizational ability. Subscribes to the Children's Ministries Covenant (D501). Know and adhere to the Protection Plan for Ministry to Children, Youth and Special Needs Adults (D602-1).

Position Type/Term

Exempt employee, salaried. Approved by Elder Board. Annual performance review. Indefinite term.

Position Description

Responsible for promoting, planning and organizing Children's Ministries and for staffing, leading and evaluating Children's Ministries teams from Babies and Toddlers through 6th Grade. Ensure that the stated ministry objectives are being achieved in reaching people for Christ and nurturing their growth in the Christian life. Collaborate with Pastor of Student Ministries in developing a consistent philosophy of ministry and cohesive Bible curricula from Kindergarten through 12th Grade.

Specific Areas of Involvement

1. Communicate vision (in line with church's overall vision to multiply followers of Jesus Christ) and mission for Children's Ministries in the church.
2. Guide and disciple the Children's Ministries staff, who, in turn, disciple children.
3. Chair the Children's Ministries Leadership Team in its role of providing direction, planning and execution of Children's Ministry.
4. Meet regularly with leadership teams: department coordinators, AWANA Commander, and summer ministry coordinator(s).
5. Communicate goals, policies and strategies to the Children's Ministries staff, evaluating progress toward these goals.
6. Promote the development and implementation of appropriate teaching plans and organizational structures.
7. Effectively implement children's behavior management techniques.
8. Direct efforts to identify, enlist and train staff, including ongoing training.
9. Observe CM staff in action, offering encouragement, affirmation, direction and evaluation.
10. Lead staff in evaluating facility, resource and curriculum needs, recommending actions to maintain and improve these items.
11. Engage parents as partners in ministry, equipping them to disciple their own children, engaging them as ministry teammates and encouraging them in multiplying disciples.
12. Implement ideas to publicize and promote growth in the various facets of Children's Ministries.
13. On-going exploration of improved teaching methods and techniques, including engaging with external subject matter experts (e.g. other Children's Ministry Directors, networks, teachers, etc.).

E-CMDIR

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