

Job Description –Children’s Ministry Director

New Life Christian Church

Summary of Position: The Children’s Ministry Director will possess the passion for ministering to children and their families, overseeing all aspects of Sunday School, Vacation Bible School and other programs that support NLCC’s vision for the spiritual growth of its children. This position reports to the Senior Pastor.

Job requirements and background preferences:

1. A deep love for God and a strong Biblical foundation;
2. A warm friendly disposition, especially with children;
3. A heart that is open, teachable and flexible;
4. A desire to build relationships with this church family by becoming a church member, joining a small group, and participating in other church activities;
5. A passion to foster spiritual growth in children within the church and outside in the community;
6. An ability to communicate, organize and oversee;
7. A teaching or related background (experience preferred but not required);
8. A background managing 5+ individuals (experience preferred but not required);
9. An ability to create and manage a budget; and
10. A willingness to work as a team within CM and other ministries.

General Responsibilities (not an exhaustive list):

1. Meet regularly with the Pastor and the Spiritual Formation Director;
2. Meet regularly with the Assistant Director;
3. Meet and strategize monthly with the CM Core Team;
4. Attend weekly paid staff meetings;
5. Attend monthly board & staff meeting;
6. Attend yearly Board and Staff retreat;
7. Oversee Sunday morning children’s program;
8. Oversee other CM activities;
9. Plan and promote social events for all children’s age groups and their families;
10. Recruit, train, direct and supervise all CM staff;
11. Conduct quarterly CM staff meetings;
12. Create and manage CM Budget;
13. Set annual goals for the ministry;
14. Order and file Curriculum;
15. Keep up to date rosters and records;
16. Stock and organize CM supplies; and
17. Keep CM areas clean and inviting.

Challenges & Concerns: Reaching out to the surrounding community, growing the ministry by drawing more children and their families to Christ, and enfolding them into the body of the Church.