



Director of Children's Ministry Immanuel Church

Summary

The Director of Children's Ministry will effectively lead a team of volunteers and children's ministry staff toward a dynamic and safe ministry to Children. In alignment with Immanuel Church's mission of "Helping People Take One-Step-Forward in their Relationship with Jesus Christ", the Director will partner with parents in helping disciple children in their faith journey.

Essential Functions

Provide leadership to the overall vision, organization, and development of Immanuel Children's Ministry, birth through 5th grade.

Relational Leadership

- Oversee volunteers and Children's Ministry staff while building a healthy team-ministry atmosphere.
- Develop and maintain cooperative communication practices with parents, volunteers, staff, and other ministry partners.
- Maintain a consistent and available presence during Children's Ministry services and events as a support to parents, children, and volunteers.

Strategic Leadership

- Discover and implement best methods of spiritual formation for children and families.
- Ensure curriculum is age appropriate, is usable by teachers and fits within Immanuel's doctrine, mission, and values.
- Develop curriculum benchmarks for students as they move through the ministry.
- Ensure classroom culture is consistent, appropriate, and safe for all age levels.
- Create classroom environments that allow for discipleship of children.

Operational Leadership

- Create and maintain a strong volunteer process including recruitment, onboarding, background checks, placement, training, and encouragement.
- Oversee and wisely steward the ministry budget and resources
- Plan long-range and short-term for events, environmental needs, and curriculum.
- Maintain detailed ministry data
- Identify problems or situations as they occur, lead or assist in finding alternative solutions to problems.
- Work with ministry leaders to ensure clean, inviting, organized, and safe ministry areas.
- Develop systems of inventory and maintain all ministry resources.
- Implement safety procedures in Children's Ministry (background check, child evacuation, incident reporting).

Collaboration

- Active, collaborative, and contributing member of the Immanuel Ministry Staff.
- Utilize church-wide digital management systems, scheduling processes, website, and the in-place ministry-wide systems.
- Maintain and collaborate on long-range calendaring and facility usage.
- Communicate with ministry partners and staff clearly, consistently, appropriately, and kindly.
- Communicate and report joys and challenges with executive leadership and the church Board.

Qualifications

- A genuine follower of Jesus Christ and member of Immanuel Church, holding in highest regard Immanuel's doctrinal statement and beliefs. Commitment to an ethical lifestyle appropriate for ministry in accordance with the Immanuel Church staff handbook and staff culture documents.
- Bachelor's degree or equivalent study/experience required. Formal biblical education preferred.
- Passionate about the discipleship of children and their families so families may grow in their faith together.
- Known for words and actions that build, equip and encourage others.
- Flexible, willing to adapt, adjust, and share resources and facilities.
- Motivated, independent, God-reliant, and enthusiastic approach to work requirements.
- Accepts instruction and direction. Strives to meet goals and objectives from supervisor.
- Desire to study and improve knowledge and skill. Teachable.
- Ability to stay level-headed in stressful environments.
- A clear communicator in verbal and written formats.

Other Specifications

- Reports to: Pastor of Ministry and Operations
- Position Type: Part-Time 32 hrs/week, Sundays required
- Schedule: As is typical for ministry, some flexibility is required. Regular agreed-upon office hours, week-day evenings possible, weekends and certain event participation will also be required.
- Compensation: Dependent upon experience