



JOB DESCRIPTION

TITLE: Director of Children's Ministries

REPORTS TO: Associate Pastor

POSITION DESCRIPTION: Full-time. Flexibility in schedule is necessary. Some Saturday and weekday evenings required. Must have ability to work most Sunday mornings. Responsible for the development, implementation, administration, and evaluation of Children's Ministries, which includes:

- Church School
- Vacation Bible School
- Summer Programs
- Special Programs & Events
- Mom's Ministries
- Relevant Fellowship Groups
- Childcare/Nursery

AREAS OF RESPONSIBILITY

- Volunteers
 - Recruit & train volunteers to serve on leadership teams for Church School and special events according to their strengths, talents, and calling
 - Encourage & recognize volunteers on an ongoing basis
 - Equip and inspire leaders to be inviting, connectional, and inclusive
- Church School & Special Events
 - Select, purchase and review Church School curriculum
 - Keep current on new curriculum options and trends
 - Organize programs or special events throughout the year that provide fellowship opportunities for children and/or their families
 - Develop new programs or ministry opportunities for children and/or their families
 - Communicate any supply needs to Children's Ministry Assistant
 - Prepare a yearly ministry calendar
- Communication & Marketing
 - Maintain regular communication with parents/families of the children
 - Publicize programs, special events, and ministry opportunities
- Ministry Leadership
 - Attend staff meetings, leadership team meetings, & ministry team meetings
 - Develop a systematic, intentional process in which children and their families can plug in at any level of their faith development, and continue their faith journey to becoming a disciple.
 - Complete other duties as assigned by the Pastors
- Management
 - Manage Childcare Coordinator & childcare workers
 - Establish expectations for Children's Ministry Assistant
 - Prepare and maintain Children's Ministry budget
 - Conduct annual performance review with Children's Ministry Assistant

SKILLS/KNOWLEDGE/ABILITIES:

- A personal relationship with Jesus Christ, a willingness to grow spiritually and the ability to communicate the vision of St. Andrew's
- Education background is a plus
- Excellent verbal, written, & organizational skills
- Effective problem-solver and ability to maintain a "big picture" perspective
- Flexible out of the box thinker
- Able to multi-task and effectively manage multiple programs simultaneously
- Strong time-management skills
- Ability to be inviting, inclusive and to build relationships with children and their families
- Ability to provide leadership, direction, coaching, and mentoring to volunteers
- Ability to work a variety of hours, including evenings, weekends, and most Sundays.