

Children's Ministries Director

Fifth Reformed Church

Position Description

Essential Function

To advance the mission of the church by providing vision and leadership for our ministries for children ages birth to 5th grade.

Status & Accountability

This is a part-time position (20hrs/wk) that reports to the Associate Pastor.

General Expectations

1. Maintain a vital and growing relationship with Christ through the exercise of basic Christian spiritual disciplines including prayer and meditation on scripture.
2. Demonstrate a high level of moral integrity understanding that personal conduct impacts the larger work and witness of the Church.
3. Collaborate with staff and lay leaders in supporting and advancing the mission of Fifth Reformed Church: *Growing disciples who make disciples.*
4. Actively engage and build relationships with volunteer leaders and any direct reports, in order to facilitate their growth and continuous learning.
5. Communicate in a friendly, positive and effective way in order to facilitate forward progress.
6. Maintain appropriate confidentiality with regard to sensitive information.
7. Agree to, and abide by, the Staff Team Covenant.

Responsibilities

1. Recruit, develop and lead a structure of supervisors, team leaders, and volunteers for the purpose of sharing responsibility for ministry.
2. Provide overarching leadership for all programming for children ages birth through 5th grade including:
 - a. Sunday morning Early Childhood and Fifth Kids ministries
 - b. Wednesday night GEMS and K-Quest ministries
 - c. Coordination of childcare for Wednesday nights, special worship services, and occasional special events
3. Coordinate appropriate training and equipping for leaders and volunteers involved in Children's Ministries.

4. Pursue continuous improvement by seeking feedback from children, parents and volunteers.
5. Plan the annual Children's Ministries budget and maintain accountability for that budget.
6. Ensure compliance with the *Child and Student Protection Policy* as that policy pertains to all aspects of Children's Ministries within the Church.

Qualifications

1. Desire to serve in a team-based ministry and demonstrate ability to work collaboratively as part of a primary leadership team for the Church.
2. Embrace a discipleship-centered strategy of mission.
3. Demonstrate ability to build, lead and equip teams for ministry.
4. Demonstrate ability to cast vision in ways that inspire others to follow.
5. Demonstrate passion for the development of children through ability to lead children.
6. Possess a high level of emotional health that is evident in personal interactions.
7. Possess excellent relational skills, organizational skills, and communication skills – both verbal and written.