



Director of Children's Ministry

Job Description

The Director of Children's Ministry is responsible for all aspects of creating an environment to foster spiritual growth and development of children ages birth through 5th grade. This includes curriculum selection, volunteer recruitment and development, classroom management, and operational management necessary to ensure successful and constantly improving weekend children's services and periodic special events.

Essential Job Functions

- Lead and organize a team of paid staff and volunteers in the operation of our children's ministry, including weekend services and periodic special events
- Regularly review and/or develop curriculum to ensure a children's learning environment that will provide our children with a solid Christian education foundation
- Manage children's registration, classroom and supplies management, and security policies/procedures, constantly looking for opportunities to improve
- Follow-up with members and visitors on a regular basis to make sure no children fall through the cracks
- Recruit, train, and develop volunteers for children's ministry classrooms and special events
- Assist in the development of an annual budget for children's ministries and manage spending to budget
- Attend weekly staff meetings to provide updates to the Pastor
- Communicate with parents weekly via email
- Manage monthly payroll for nursery staff
- Perform other duties as assigned

Characteristics of an Ideal Candidate

- Experience with children's ministry, preferably in a leadership capacity
- A teaching or ministry-related degree is preferred
- Passion for teaching children about God
- Strong leader
- Solid work ethic
- Ability to manage paid staff and volunteers
- Desire to grow with this position as our ministry expands

About LiveOak

This is an extremely exciting time at LiveOak. We are a growing young church in Leander, Texas, a suburb of Austin. Our children's ministry has always been one of the top reasons why visitors come back to LiveOak and we know that with the fresh perspectives that the new Director of Children's Ministry will bring, we will be able to make it even stronger. We offer a relaxed, comfortable environment for families to worship, with a key focus on helping the community around us.

Job Type: Part Time, flexible 16 hours per week with potential for future growth