

May 2025

Children's Ministry Director

Job Title: Children's Ministry Director

Reports to: Senior Pastor

Position Type: Full Time

Position Summary:

The Children's Ministry Director provides leadership, vision, and coordination for all aspects of the children's ministry (birth–5th grade), fostering spiritual growth and church engagement for children and their families. This role oversees weekly programs, annual events, volunteer development, and family discipleship.

Qualifications:

- A deep, personal commitment to Jesus Christ and active involvement in a local church.
- Passion for discipleship and spiritual formation in children.
- Experience in children's ministry, education, or a related field.
- Able to maintain confidentiality and professionalism in all interactions.
- Flexibility and adaptability to handle changing ministry needs.
- Strong leadership, organizational, and communication skills.
- Willingness to work flexible hours, including weekends and evenings for special events.
- Ability to work independently, take initiative, and effectively manage responsibilities apart from close supervision.
- Ability to recruit, motivate, train, and develop volunteers.
- Ability to connect with children and their families, creating a welcoming and supportive environment.

Key Responsibilities:

- Cast vision, set goals, provide dynamic leadership and support for the children's team, regularly aligning direction with pastors and church leadership
- Oversee all children's programming, lead annual event planning, create curriculum and discipleship plans, and support teachers with materials and classroom needs.
- Oversee the Preschool Director and all related responsibilities, ensuring a cohesive and effective program for early childhood development, while providing leadership, support, and strategic direction
- Recruit, train, and support volunteers, manage volunteer scheduling and rotations, and plan biannual training and appreciation events
- Maintain regular communication with parents through various channels, follow up with new families, provide support and guidance to both parents and volunteers, and partner with families for discipleship and next steps.
- Manage the children's ministry budget.
- Cooperate with church staff and leadership by performing other duties assigned