

RINGGOLD UMC **Director of Children's Ministry** JOB DESCRIPTION

REPORTS TO: The Lead Pastor

PURPOSE: To serve God by giving oversight and direction to a comprehensive and expanding discipleship program for K through 5th grade, providing leadership to and supervision of supporting staff, leaders and teachers involved in the various ministries represented in this broad age range in order to make disciples of Jesus Christ for the transformation of the world.

Qualifications for the Job:

- **Spiritual gifts:** teaching, encouragement, leadership, administration, and shepherding;
- Evidence of personal **growing discipleship** as well as prior effective ministry leadership;
- A **passion for ministry with children** with commitment to their faith formation;
- Good communication **skills** with people of all ages;
- The ability to be a **team-player**, working collaboratively with other ministry areas;
- The ability to **delegate** responsibility, **manage** others, and **follow up** to complete tasks;
- Demonstrate a **basic knowledge** of child educational/emotional development;
- Ability to **articulate** the importance of providing a safe & nurturing environment for children.

Universal Responsibilities (All Senior Staff):

- Schedules time for personal spiritual study, prayer, reflection and service in order to develop and maintain a high level of personal spiritual growth in Christ;
- Knows by heart the purpose, mission and vision of RINGGOLD UMC and is able to help members and attendees learn and live it out;
- Is committed to recruiting, training, empowering and deploying Christians for ministry.

Specific Duties and Responsibilities:

- Be the lead visionary for the children's ministries under the direction of the Lead Pastor;
- Establish ministry goals and objectives by prioritizing related programs, managing the use of resources (including facility space), planning an appropriate budget, delegating tasks and evaluating progress regularly;
- Recruit, screen, train, empower and deploy Christian leaders, teachers & helpers, for Early Elementary, and Upper Elementary ministry;
- Recruit, screen, train, empower & deploy ministry leaders who develop & implement summer ministry/mission opportunities for children/youth.

- Direct Vacation Bible School (Life Sport camp) during the summer. Recruit, screen, train, empower & deploy servants for this camp. Plan workshop areas, create curriculum, work with other ministry leaders/ staff to plan worship, work with community coaches/ leaders to recruit competent servants for each workshop area, advertise throughout the community to invite children. Work with staff to plan Life Sport Sunday.
- Be present and supervise the operation of Children's Ministry during worship; (*This would include ensuring that Safe Sanctuary standards are maintained at regularly scheduled ministry times and special events... See Specific Safe Sanctuary Responsibilities.)
 - *The Children's Director is to participate in worship during one of the worship experiences at least 2x monthly. In the time leading up to and immediately afterward, the Director should be present in the Children's Ministry area.*
- Supervises the selection of curriculum materials and educational tools for all grades; be able to create and/or adapt materials to specific ages/grades specifically with regard to introducing Bible stories and theological concepts and terms with age appropriateness;
- Work with other ministry areas to work to create a seamless transition from children's ministry into youth ministry;
- Work with other staff and ministry leaders in missions and outreach that have a children's experience emphasis such as "Trunk or Treat," Advent / Christmas worship, Easter, etc.;
- Lead the Easter Egg Hunt outreach event by planning, managing servants and ensuring the event is completed successfully;
- Administer the work of children's ministries by encouraging teamwork and mutual support, providing leadership and nurture to all who work and serve in this ministry area;
- Organize materials in a readily accessible manner so that teachers are able to quickly locate needed supplies;
- Supervise the maintaining of an accurate inventory of equipment and supplies, supplementing as necessary;
- Attend Staff meetings and retreats;
- As Ministry grows and/or evolves, specific duties/responsibilities can change. Each staff member is asked to cooperate with the Lead Pastor and other staff when asked to do so. This may include revisions to responsibilities or special ministry projects.

***Specific Safe Sanctuary Responsibilities:** The Director works with other leaders (specifically the SPRC) to ensure policies & procedures are in place to keep safe all children and the adults who care for / work with them. These policies & procedures include back-ground checks, having at least two adults per group, and cardiopulmonary resuscitation and first-aid training.

Requirements:

- Like all Senior Staff, the Children's Coordinator is required to abide by, and annually renew, the Senior Staff Covenant.

- Required Hours = 20-25 hrs/wk:
- Office Hours (Negotiable)
 - Monday 00:00pm - 00:00pm 3.5 hours
 - Tuesday 00:00pm - 00:00pm 3.5 hours
 - Wednesday 00:00am - 00:00pm 6.0 hours
 - Friday 00:00am - 00:00pm 3.5 hours
 - Sunday 8:00am - 12:30pm 5.5 hours

Planning time / office hours are flexible and can fluctuate to some degree through the course of the year as seasons, holidays and events require more or less work.