

Position Title: Children's Ministry Director (CMD)

Incumbent: Open

Position Purpose: CMD will provide support in partnering with parents, the primary disciplers of their children, in biblical training and guiding children (infancy through 5th grade) to grow to become lifelong followers of Jesus Christ by ensuring the development, implementation and ongoing evaluation of the ministry vision of Terrace Shores EFC.

Position: Non-exempt, part time
Reports to: Senior Pastor
Hours: 20 hours per week

Nature and Scope:

The Children's Ministry Director ("CMD") reports to the Senior Pastor.

The children's ministry encompasses Sunday morning classes and Sunday School during the Sunday morning services, Wednesday night All-Stars, as well as special events, such as Vacation Bible School and the Christmas program.

The CMD provides vision, strategies and plans for ministering to children from infancy through the 5th grade which are consistent with and support the mission and core values of Terrace Shores EFC. A primary responsibility of the position is to establish a strong Biblical framework for teaching God's Word by implementing curriculum (Gospel Project) and initiatives that are theologically sound, age appropriate, creatively effective and volunteer friendly.

In addition to leading and overseeing the entire programming for all children at Terrace Shores EFC, the CMD is responsible for recruiting, assisting, supervising, coaching and encouraging the volunteers and who play critical roles in implementing the curriculum and other ministry related initiatives. There may be in excess of 20 volunteers who teach, train or work with the various age groups and ability levels represented in this ministry. To be successful, the CMD must build, develop and foster relationships with volunteers and families within the church.

The CMD is responsible for updating and enforcing policies, processes, procedures and practices to protect both children and volunteers who participate in church authorized programs, activities and events. The CMD must stay current with applicable laws and regulations (e.g. crib regulations, regulations pertaining to child abuse); maintain appropriate documentation, and use discretion and sensitivity in dealing with situations that arise. If circumstances appear to warrant, after doing due diligence, will report potential issues and problems to the appropriate agency and cooperate with authorities in an investigation. The CMD will also communicate all church-wide policies related to child security, playing a key role in ensuring that volunteers are properly trained in procedures, policies and practices.

Working with volunteers, the CMD and volunteers will work to create an environment where children look forward to the next time they get to go to church to be loved and to learn about and worship Jesus Christ. The CMD will monitor classroom conditions (e.g. cleanliness, health), classroom occupancy (actual number of students vs. accepted standards for number of students) and will either correct or bring issues to the attention of the Senior Pastor.

The CMD will also ensure that there are plans in place and volunteers are advised on appropriate procedures to follow in case of an emergency (e.g. tornado, fire).

The CMD is also responsible for developing an annual budget for their areas of responsibility and once approved, ensures that spending is in line with the budget. The CMD oversees the purchase of materials, supplies and equipment (e.g. cribs, books, toys, etc).

Qualifications:

The CMD must display a passion for ministering to children and seeing both parents and children grow in faith. The CMD must demonstrate a teachable spirit and a growing relationship with Jesus Christ as evidenced in a life of prayer, Bible Study and worship, have a reputation for developing healthy relationships and communicating effectively with children, parents, volunteers and church members, and agree with the doctrinal position of Terrace Shores EFC, its mission and core values. The CMD must demonstrate skills in the areas of analysis, problem identification and resolution, implications thinking, judgment and personal sensitivity.

Accountabilities:

1. **Leadership:** Identify, select, train, lead and provide volunteers with the skills, knowledge materials and an unquenchable desire to help children and families grasp God's heart for them.
2. **Ministry focus:** Implement a comprehensive, structured biblical framework, including programs, and initiatives, for children's ministry that supports parental groundwork and training of their children in growing the foundations for spiritual development and to become committed followers of Jesus Christ.
3. **Parental Communication and Involvement:** Ensure that parents are well informed and at ease releasing their children into the care of Children's ministry and given opportunities to provide input and participate in ministering to their children.
4. **Security:** Ensure development and implementation of safety and security policies, practices and procedures to protect and safeguard children who are entrusted to the ministry.
5. **Financial Management:** Create, submit, and when approved by the congregation, manage ministry expenditures for Children's Ministry.
6. **Visibility:** Be available and visible on Sunday mornings and at other ministry events to address issues that arise and to provide counsel, advice and answers to questions.