



Director of Children's Ministries

Purpose: The Director of Children's Ministries develops the children's discipleship culture of Santa Claus Christian Church by creating exciting and relevant ministry through lifting up leaders, worship, small groups, service, and fun activities

Supervision: The Director of Children's Ministries reports directly to the Lead Pastor

Position Hours: Approximately 20-25 hours each week, along with other events as needed.

Compensation & Benefits: Salary commensurate with experience, 4 vacation Sundays/year with additional time off available in communication with the Lead Pastor

Responsibilities:

- Direct all aspects of infant through 6th grade level children's ministries while supporting family discipleship
- Develop and administer activities for children that lead people to Jesus by promoting spiritual development, fellowship, participation in service, outreach ministries and FUN.
- Work with Nursery Coordinator to maintain appropriate adult supervision to child ratios.
- Be present at church on Sunday mornings and Wednesday evenings to fulfill responsibilities.
- Coordinate the connection desk staffing for check-in and when advertising for offerings in children's ministries.
- Recruit and train leaders with attention to utilizing the gifts within our congregation and develop a schedule of leaders as appropriate to ensure proper coverage is available on Sundays, Wednesdays and any other planned activity.
- Oversee curriculum and collaborate with the church's administrator to ensure that instructors have materials and support needed.
- Coordinate good communication with and between all aspects of children's ministries including: Sunday School, Children's Church, Children's Choir, Rangers, Jr. Rangers and other Wednesday evening activities – and the parents and church body.
- Resource and come alongside existing leadership who oversee the programming, volunteers organizing and conducting of our summer camp.

- Assure compliance with the child protection policies of the Church regarding volunteers in youth age groups of children's ministry responsibility.
- Help ensure safe and clean environments including check-in procedures and any other safety or cleanliness concerns in the physical location areas of Children's ministries.
- Prepare and oversee budget for Children's Ministries.
- Communicate frequently with the Lead Pastor, attend staff meetings, and ensure representation at Spiritual Leadership Committee.
- Strive to maintain high standards of Christian discipleship and growth for all volunteers and program participants

PERSONAL QUALITIES:

- A growing and personal relationship with Jesus
- A belief in and support of the mission and vision of Santa Claus Christian Church
- A spirit of humility, spiritual maturity, and a desire to live into God's will
- A love of all people and belief that God calls and uses people of all ages
- A heart for the local church and community

EXPERIENCE, SKILLS AND ABILITIES:

- Empathetic Listener and Encourager
- Experience in leading children's discipleship programs
- A competent and growing understanding of the Bible, Wesleyan theology and catechesis
- Proficiency in classroom technologies
- Excellent verbal and written communication skills
- Ability to work effectively and independently as well as with all ministries of the Church
- Ability to develop, manage, organize, and encourage volunteer teams
- Welcoming personality and sense of humor