

IMMANUEL CHURCH OF THE CHRISTIAN AND MISSIONARY ALLIANCE

Job Description – Director of Children’s Ministries

Description: To serve Immanuel Church by developing, coordinating and administering an effective and comprehensive ministry to kids from nursery through 5th grade. This is a part-time role of an average of 18 hours per week (paid as a set bi-monthly amount) and therefore is not eligible for benefits.

Accountable To: Lead Pastor for evaluation, support, and planning. He/she will be ultimately accountable under the Lead Pastor to the Elders and Governing Board at Immanuel Church. He/she will also submit a quarterly report to the Governing Board and submit an annual report at the end of each year.

General Requirements: Must have a vision and heart for kids to come to know Christ and to grow in their faith in age-appropriate ways. Must be able to provide leadership to a team of volunteer workers, have strong communication and interpersonal skills, and be creative in designing activities and programs that reach kids and equip families.

Desired Qualifications:

- Fully supports the vision and ministry of Immanuel Church.
- Demonstrates a life of integrity and character according to the qualifications of church leadership in Titus 1 and 1 Timothy 3.
- Demonstrates a calling to children’s ministry, including experience in past ministry leadership.
- Dedicated to the strengthening of families as a primary means of discipleship.
- Committed to the priority of evangelism, discipleship, and raising up leaders.
- If married, spouse is supportive of a calling for children’s ministry.
- If not already, must make Immanuel Church their church home.

Duties and Responsibilities:

- The primary function is to recruit, train, and build teams of people to lead and teach in the various main areas of the kids ministry: nursery, pre-school, discipleship hour classes, kids church, AWANA, and VBS. Develop and empower point leaders for each area.
- Oversee curriculum for all ages & ensure teachers are equipped and resourced for their classrooms.
- Intentionally equip & communicate with parents to help disciple their kids.
- Create a good first impression for all families including registration teams, signage, and foyer space.
- Oversee & implement a safe check-in system for kids attending our ministries.
- Oversee & implement Safe Place policies and procedures to ensure a safe environment for children in our church’s care, including up-to-date clearances for all workers who have interaction with kids.

- Oversee & administrate the annual budget for children’s ministry.
- Oversee & develop the children’s ministry presence on the website and social media.
- Create a clean, organized, stocked and inviting environment in the children’s ministry areas of the building.
- Create opportunities for kids to begin serving God, whether in the church or in the community.
- Arrange for childcare or activities at special services.
- Network with other children’s ministry directors in the area.
- Participate in the overall life and ministry of the Church including special events, annual meetings, and major church life happenings.
- Attend staff meetings.
- Serve as a non-voting ex-officio member of the Governing Board, though attendance is not normally required.
- Other duties as agreed upon with the Lead Pastor.

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| Staff Member | Date | Supervisor | Date |

Adopted 3/19/25