

## **CHILDREN'S MINISTRY DIRECTOR**

The Children's Ministry Director will have the overall responsibility for the spiritual development and administrative leadership of the Children's Ministry at Towne Church. This responsibility includes oversight of children newborn through 5<sup>th</sup> grade.

### **A. QUALIFICATIONS & EXPECTATIONS**

#### **1. General**

- a. Love for people especially children and their families
- b. Servant's heart
- c. Teachable
- d. Loyal and trustworthy
- e. Strong work ethic
- f. Positive attitude
- g. Enthusiastic
- h. Organized
- i. Gets along well with others
- j. Team player and team builder
- k. Practices confidentiality
- l. Financially responsible

#### **2. Personal**

- a. A devoted follower of Jesus Christ
- b. Lives in accordance with God's word
- c. Models a positive Christian family life
- d. Supports the beliefs of Towne Church
- e. Supports the Lead Pastor and his vision for Towne Church
- f. Abides by the church's bylaws
- g. Tithes to Towne Church

#### **3. Education & Experience**

- a. A college degree (preferred but not required)
- b. Experience in leading a children's ministry in a local church (preferred but not required)

#### **4. Staff Relations**

- a. Be accountable directly to the Lead Pastor.
- b. Keep regular office hours. The expected work load will be 15-20 hours per week.
- c. Attend staff meetings. Be prepared to report on the current administrative activities and upcoming events and plans.
- d. Cooperate fully and work in harmony with the entire staff for the good of the church.
- e. Attend church board meetings as necessary.

**B. ADMINISTRATION**

1. Recruit, develop, and organize volunteers to serve in the Children's Ministry.
2. Administer all programs within the Children's Ministry.
3. Lead, coordinate and oversee all weekly children's services.
4. Plan and oversee all special children's events such as the Easter Egg Hunt, VBS, Trunk or Treat, and a Christmas program.
5. Build meaningful relationships with families touched by the Children's Ministry such as visiting the sick and following up on visitors as needed.
6. Develop and enforce safety guidelines for the Children's Ministry.
7. Submit a budget for the Children's Ministry.
8. Perform other duties as assigned by the Lead Pastor.