

Mid Rivers Christian Church

Job Description

Title: Children's Ministry Director

Reports To: Senior Pastor

Position Summary: The Children's Education Coordinator is responsible for managing the children's ministry for infants and children from birth through 5th grade.

Responsibilities:

- Build and manage the Children's Cabinet.
- Ensure that volunteers are recruited, trained and scheduled.
- Plans weekly curriculum and Sunday morning activities for the year.
- Purchases all supplies, including curriculum, snacks and first aid items for the preschool area, the nursing mothers' room and elementary area.
- Recruits volunteers for Good Friday and Christmas Eve services, if needed.
- Maintains and updates data base on all children served in the ministry.
- Communicates with families and children via phone, email, and/or post card.
- Coordinates check-in system.
- Makes decisions about the maturity level of children in the determination of timing regarding advancement.
- Participates with the Pastors and Elders in developing and reviewing policies and procedures for the children's ministry.
- Evaluates age appropriate program materials, equipment, supplies, and space for children's ministry.
- Coordinates volunteer appreciation events and activities.
- Attends weekly staff meetings.
- Monitors outside play area with a focus on safety.
- Ensures that all equipment and toys are sanitized on a weekly basis.

Qualification Requirements:

- **Knowledge:** Child development, understanding of Biblical lessons.
- **Experience:** Minimum of 2 years' experience working with children.
- **Skills and Abilities:**
 - Must be a believer and follower of Jesus Christ.
 - Must pray for the children on a regular basis.
 - Attend church service on a regular basis.
 - Has the ability to work effectively with children, diverse individuals, teams of volunteers, parents, staff and church leaders

- Must have team building, motivation and negotiating skills.
- Must possess the ability to make decisions, have vision, passion, as well as be creative and energetic.
- Competent in leadership abilities to include organization, delegation, administration and interpersonal relationships.
- Ability and desire to connect with children and develop their understanding and relationship with Jesus Christ
- Strong problem-solving skills and ability to handle stress well.

➤ **Equipment Usage:** Email, Word, and copy machine.

The Children's Education Coordinator is to be evaluated regarding job performance on an annual basis by the Senior Pastor.

Starting Salary Range: \$20.00 per hour/18-20 hours per week

Mid Rivers Christian Church is an Equal Opportunity Employer. MRCC affords equal employment opportunity regardless of age, race, color, national origin, ancestry, sex, pregnancy (including childbirth, lactation and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status and uniformed service member status.