

Children's Discipleship Director

Principal Function: The Children's Discipleship Director is responsible for overseeing the various areas of children's ministry. This will involve coordinating, directing, and promoting a ministry to children, preschoolers, and their parents. The Children's Discipleship Director reports directly to the Associate Pastor of Family Discipleship

Responsibilities:

1. Coordinate the complete program for children, birth through sixth grade. Oversee the Sunday and Wednesday evening programs for children, birth - 6th grade.
2. Lead in the enlistment of directors and teachers for children's and preschool programs in the church's total education program.
3. Recruit and train volunteers to fill the various ministry needs within the children's ministry.
4. Implement an on-going strategy for teacher and volunteer training. This includes things such as study courses, quarterly teachers' meeting, conferences, conventions, etc..
5. Work with appropriate personnel and committees to see that rooms, equipment, and supplies are kept in good order and replaced as needed.
6. Keep the church informed about Children's ministry activities and events through our various media outlets, (website, text, email, social media, etc...).
7. Oversee the development and implementation of policies that need to be incorporated into the children's ministry.
8. Prepare an annual budget for areas pertaining to children and preschoolers and provide constant fiscal management of those monies.
9. Coordinate the planning, promotion, and supervision of special events for children (i.e. kids camp, retreats, VBS, etc.).
10. Supervise the selection of all materials, curriculum, music, and resources to effectively communicate God's eternal truths; remain up-to-date on all new resources.
11. Purchase and oversee the use and maintenance of all equipment used by the Preschool and Children's Ministries.
12. Be available for counseling with workers, parents, and children.
13. Coordinate the use of church facilities for children's and preschool programs.
14. Perform all other responsibilities as assigned by the Pastor or Associate Pastor.