

DIRECTOR OF CHILDREN'S MINISTRIES Job Description

Purpose:

To serve as a staff member within a vibrant congregation, working with a committed staff and gifted lay leadership in order to nurture children, from birth through 5th grade and their family, in the love and grace of Jesus Christ.

Duties and Responsibilities:

1. Recruit, train and coordinate workers for Children's Ministry (CM) classes and events, worship services and ANBC programs. Works cooperatively with all staff and volunteers.
2. Provide a warm, friendly and learning environment for children and families.
3. Uses appropriate child development knowledge to best meet the needs of ANBC's children in curriculum selection, child discipline, classroom grouping, etc.
4. Communicates the needs of the children's program to other staff and church leaders as appropriate. Organizes, sets-up and stocks classrooms with necessary supplies.
5. Coordinates sanitation and safety protocols for CM.
6. Works with Buildings and Grounds for repairs.
7. Visits classes for the purpose of evaluation and teacher support in order to address any issues or emergencies that arise. Teaches classes as needed.
8. Coordinates and provides leadership in developing and implementing a young family outreach ministry focused on children activities.
9. Assists Lead Pastor in visiting young church families involved in CM as requested; to consult with parents regarding an issue with their child; and to refer to certified counselors as appropriate.
10. Attends monthly CM Team meetings, weekly Staff meetings, and attend monthly Session meetings.
11. Participates in the CM Team annual budget estimating process.
12. Coordinates childcare for A New Beginning Church services and events.
13. Participates in the life and worship of the Congregation.
14. Performs other duties as assigned by the Lead Pastor that contribute to the administration and life of the Church.

Personal Qualifications:

1. Has a personal, active and growing relationship with God through Jesus Christ.
2. Energetic, warm and able to share the love of Jesus to children and their families.
3. Is comfortable with visiting church families involved in the CM.
4. Able to balance work and family.
5. Physically capable of sustained activity.

Professional Qualifications:

1. Knowledge and experience in Biblical interpretation, child development (and faith development) and religious educational theory and practice.
2. Maintains confidentiality as appropriate and accountable with church resources.
3. Seeks opportunities to grow professionally.
4. Understands the theology, and polity, program and mission of A New Beginning Church.

Work Schedule:

Fulltime (Flex time allowed, consistent with assigned duties)

Education and Experience:

B.A.; Church, Christian Ed., children ministries, experience preferred.

Please send resume to: Tomg@anewbeginningchurch.com

Tom Gardner

Lead Pastor

A New Beginning Church

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