

## Children's Ministry Director

**Task:** To guide planning and development of a program of Bible learning for all age levels in Children's Ministry

**Term:** September 2010 – September 2012

**Supervisor:** Department Leader (currently, Bryan Asay)

### Responsibilities

- Responsible for administrating and leading all areas of Children's Ministry: Nursery, Little Tykes, and Elementary age.
- Pray regularly for each member of the Children's Ministry volunteer staff that involves opportunity for spiritual growth.
- Recruit leaders, teachers and helpers for all Children's Ministry positions.
- Interview, screen and approve new recruits.
- Plan and coordinate a regular program of training for all Children's Ministry staff.
- Give practical tips for solving problems.
- Observe, evaluate and affirm leaders, teachers and helpers in order to help them understand their strengths and to encourage them in areas where improvement is possible.
- Oversee the purchase and distribution of curriculum, equipment and capital purchases.
- Communicate the church's approved safety policy to all Children's Ministry staff, regularly evaluate its use and take necessary steps to put the policy into practice.
- Lead in planning a Children's Ministry leadership get-together at least once a year in order to build a sense of teamwork among all team members.
- Express appreciation to the Children's Ministry volunteers with a yearly banquet.
- Communicate with church leaders and the congregation regarding the purpose, value and procedures of Children's Ministry.
- Meet with Coordinators once per month to plan and address any problems/issues.
- Meet with Department Leader regularly.
- Be available to Children's Ministry Coordinators to help with concerns and/or problem solving.
- Schedule and meet with Children's Ministry leaders regularly.
- Annual review of curriculum used in all departments.