

**Job Title:** Children's Ministry Director

**Reports To:** Senior Pastor and Session

**Position Status:** Part-time (10-12 hours p/week); Salary of \$1500-\$2000 p/month (commensurate with experience)

**Principal Function:** The Children's Ministry Director is responsible for the oversight, planning, coordination, and implementation of regular ministry programs for children in Nursery through 5th grade.

**Responsibilities:**

- Oversee the weekly Sunday children's programming for children Nursery through 5<sup>th</sup> Grade.
- Meet monthly with the pastors and with the Session throughout the year as requested regarding the state of the ministry and any particular needs which may exist and to coordinate Children's Ministry within the overall ministry of RML.
- Develop training resources and materials to be used for the training and continued development of volunteers who are teaching children weekly.
- Recruit and supervise volunteers who are teaching of the weekly Sunday School curriculum.
- Meet monthly with Children's Ministry teachers to encourage each other, address concerns, strategize and pray together for the ministry.
- Oversee the coordination of children's programs throughout the year with the help of volunteers and committee members: Fall picnic children's activities, Christmas Presentation, Easter Egg Hunt, and Summer Fun Day or Vacation Bible School, as well as children's programming during Congregational and Family retreats.
- Refine Children's Ministry policies and procedures for parents and teachers as needed.
- Email communication of announcements or information to RML families.
- Collect new parent/child information and maintain up to date family directory.
- Print current attendance and activity sheets for all classrooms.

**Requirements:**

- Applicants should subscribe to reformed theology and, more importantly, must demonstrate a vibrant, personal, and practical understanding of the Gospel.
- Applicants must show strong interpersonal, leadership, organizational, administrative and communication skills.
- Applicants must pass all relevant background checks.