



Job Description – Community Grace Brethren Church, Warsaw IN Part-Time Children’s Ministry Director

Title: Children’s Ministry Director, up to 20 hours per week

Position Summary: We are looking for a director to lead our church’s efforts to minister to the children and families of our church and our community. We are a “family equipping” church which means we aim to equip parents in their role as their children’s first and best disciplers. The ideal candidate has training and fruitful experience ministering to children and parents, managing volunteers, and operating a healthy children’s ministry. This is a church staff position which welcomes you to speak into the vision and direction of the church.

Relationships: Reports directly to the Youth and Family Ministry Pastor. Recruits, manages, and leads team leaders and members. Committed team player with other church leadership.

Qualities:

- Personal ongoing relationship with Jesus Christ.
- Prayerfully seeks God’s vision and will for self and ministry.
- Passion for and skill with children and volunteers with wide-ranging ages and backgrounds.
- Good people and communication skills.
- Doctrinal agreement with and willingness to become a member at CGBC.

Job Objective:

- To mature our ministry by offering strong biblical leadership.
- To accomplish our mission of glorifying God by being Christ-followers who make Christ-followers, in the children and family realms.

General Responsibilities:

- Lead, cast vision, recruit, and train directors and volunteers working with Nursery, Toddlers, 4’s-K’s, 2nd-4th, and 5th&6th groups.
- Teach and organize teaching for children’s classes on Sundays and Wednesdays. Manage teaching schedule to allow director and staff to consistently attend Sunday services.
- Help equip parents of students to shepherd their student spiritually, including methods such as trainings, providing resources, retreats, conferences, etc.
- Oversee special children’s ministry events and activities during the year (VBS, etc.)
- Develop a vision for the children’s ministry that contributes to the church’s overall vision, and a ministry plan to achieve that vision.
- Develop outreach strategies to impact the Greater Warsaw community via children’s ministry.
- Maintain a sufficient level of security regarding volunteer background checking, security training, and all security measures during ministry activity.
- Ensure discipleship and leadership development are taking place throughout ministry.
- Ensure all curriculum used by the children’s ministry is consistent with Gods’ Word and the church’s doctrinal commitments.
- Coordinate childcare for church ministries and events.
- Manage children’s ministry budgets wisely.
- Attend and contribute to bi-weekly church staff meetings.