

Children's Ministry Director

Job description

Vision - Children and families will grow in their faith through Bible stories, singing and prayer.

Mission - Weekly age appropriate church classes on Sunday and Wednesdays. Classes for special events and family activities. Preschool classes

General responsibilities - Ages 6 months - 11 years old

Church

- Oversee volunteers - develop relationship, training, mentorship and scheduling
- Curriculum - implement lessons, crafts, activities for toddler and elementary age classes
- Families - develop relationships and have monthly activities. Partnering with pastoral staff for parent discipleship and training
- Children - create a safe and engaging environment
- Special activities and events (oversee & coordinate)
 - Children's choir
 - Puppets
 - Performing arts
 - Vacation Bible School (VBS) 3-5 days
 - Director
 - Work with a team of volunteers
 - Participation in adult worship service
 - Palm Sunday
 - Easter (egg hunt)
 - Mothers Day
 - Fathers Day
 - Missions
 - Thanksgiving Service (Wednesday before Thanksgiving)
 - Christmas Program
 - Family First

Little Feats Preschool Director

(School Year September 2nd week - June 3rd week 4 days a week)

- Oversee Staff & continuous training
- Manages Curriculum always evaluating the gospel presentation
- Administrative Functions
 - Registration/Paperwork
 - Tuition
 - Weekly emails to parents
 - Follow up on daily email requests
 - Tours

- Ordering classroom supplies and snacks
 - Check for allergies
- Maintain safety protocols for the children
- Facilities work orders

Summer/Reduced Hours

- Responding to emails
- Tours
- Processings paperwork for incoming students
- Welcome packets for Fall sent out in June (when school is out)

Final Point:

- Finding and figuring out ways to connect the preschool families to the church body if they have no home church
- Current Directors will be available for training, questions and help along the way