

Caledonia Christian Reformed Church

Director of Children's Ministries

Title: Director of Children's Ministries

Position: Part time (28 hours per week) at will employee

Accountability: Director of Administration and Human Resources

Ministry Description: The Children's Ministries Director will provide leadership in the church's ministry to children from infants through fifth grade.

Personal Qualifications needed for Director of Children's Ministries

1. Possess a love for Christ, His church, and the children He loves
2. Have solid administrative skills
3. Model a godly lifestyle
4. Relates well to children
5. Preferably possess at least a Bachelors Degree in a related field
6. Possess 3-5 years in ministry to children in or outside the church
7. Be able to create and implement new ideas
8. Be a team player
9. Be able to inspire and equip others to use their spiritual gifts in reaching and building up children in the faith
10. Have an eager and teachable spirit

Job Description for Director of Children's Ministries

1. Oversee all administrative duties associated with the Stepping Stones, GEMS, Nursery, and Children's programs of the church which would include: recruitment, training, and encouraging of teachers and assistants. On a larger scale, the D.C.M. will seek to align the curriculum and activities of these programs with the larger mission and values of the church.
2. Oversee or order supplies and curriculum for all areas of Children's Ministries.
3. Work with Middle School & High School Directors to set overall Sunday school year schedule.
4. Along with Middle School & High School Directors be responsible to train all volunteers on Caledonia CRC Child Protection Policy.
5. Follow up and enforce any changes made in Michigan State child protection policies.
6. Provide the names of all volunteers working with Children's Ministries to the Director of Administration & H. R. for background check purposes.
7. Prepare and be accountable for expenditures of all ministries under Children's Ministries.
8. D.C.M. will exercise immediate supervision, direction and encouragement of all Children's Ministries programs and volunteers.
9. Actively promote Caledonia CRC's ministries & vision both inside & in the community.
10. Oversee summer camps for children (Arts Camp Jr. and Arts Camp), recruiting volunteers, generating curriculum, church announcements & advertising and follow up calls.
11. Attend bi-weekly staff meetings.
12. Report in writing semi monthly to Council.
13. Be responsible for the orderliness of all areas of the church used by Children's Ministries.
14. Any other work assigned by the Director of Administration & H.R.