Dillon Community Church
Job Description

Job Title: Children's Ministry Director
Department: Pastoral Staff
Reports To: Senior Pastor
Position Status: Part-Time and Full-Time Options available

SUMMARY

The Children's Ministry Director (CMD) leads DCC's ministry to children from birth through 5th grade and builds relationships with their families to ensure they feel connected, supported, and cared for. Working alongside the Senior Pastor, church staff, volunteers, and Children's Advisory Board, the CMD oversees ministry programming, supports and equips volunteers, and helps children know Jesus and grow in their faith. The CMD also helps develop and carry out the Children's Ministry goals outlined in DCC's Annual Ministry Plan and budget, ensuring that the ministry supports the church's overall mission and vision.

As needed, the CMD also works with the Student Ministries Director to provide pastoral care and support to young women in Student Ministries.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leadership of Children's Ministry:

1. Serve as the primary leader for children's ministry.
2. Think creatively and strategically about the needs of the Children's Ministry and collaborate with staff to support the church's broader mission and ministry.
3. Create and manage an age-appropriate Christian education program for Sunday morning Sunday School classes in concert with the DCC's mission statement and statement of faith.
4. Recruit all teachers and helpers in accordance with church policies regarding working with children.
5. Oversee the nursery environment, ensuring it is clean, safe, well-prepared, and appropriately equipped for children and volunteers.
6. Coordinate childcare for other DCC ministries and events as needed.
7. Plan and lead DCC's annual Vacation Bible School (VBS) for children in preschool and older, working collaboratively with the Children's Advisory Board (CAB), DCC staff, and volunteers.
8. Lead and coordinate other children's events as needed, including, but not limited to, child dedication class, family nights, DCC church-wide retreats, special town events, etc.

9. Provide spiritual leadership, encouragement, and support to the volunteers and leaders serving in the Children's Ministry.
10. Encourage Children's Ministry leaders and volunteers to grow in their own faith and equip them to disciple and care for the children they serve.

Administration of Children's Advisory Board (CAB):

1. Oversee and supervise the CAB.
2. Select a rotating CAB and equip them to help lead the children's ministry.
3. Meet with the CAB at least 4 times per year to shape the children's ministry.

Administration:

1. Attend and participate in staff meetings, planning sessions, and other staff development activities as needed.
2. Manage administration of time sheets, expense reports, background checks, etc. directly related to the children's ministry.
3. Represent the Children's Ministry to the Church Board as identified by the constitution and by-laws.

Relationships:

1. Successfully develop and nurture relationships with the Elder Board, the Staff, and members of the congregation at large.
2. Mentor current and future children's ministry leaders for ministry within the church.
3. Be responsive to church members by replying to voicemails, texts, and emails in a timely manner.

Physical Requirements:

Be able to lift objects up to 40 pounds and be able to stand for long periods of time. Possess a valid driver's license.

Disclaimer:

This Job Description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and other duties as might be assigned by the Senior Pastor. Additional duties as determined by the Senior Pastor, or added based on need within any DCC ministry.