Job Title: DIRECTOR of CHILDREN'S MINISTRY (1.0 FTE/E)

Job Summary: The DIRECTOR OF CHILDREN'S MINISTRY is responsible for the design and implementation of all Birth-5TH grade ministry programs and activities.

Supervisory Responsibilities: None

Core Responsibilities:

- **Provide Vision and Leadership.** Lead a vibrant Birth –5th grade ministry aligned with WCC's mission, values, theology, and commitment to inclusion and belonging.
- **Oversee PT Coordinator of Birth - 5 year-olds**
- **Lead Sunday and Wednesday Programming.** Plan and oversee engaging, age-appropriate, spiritually meaningful programming for children on Sundays and Wednesdays.
- **Develop Curriculum for age-appropriate Faith Formation.** Create and select experiences and classes that help children explore the Bible, ask questions, experience God's love, and follow Jesus.
- **Recruit and Equip Volunteers**. Recruit, train, schedule, support, and develop a strong team of adult and youth volunteers.
- **Build Relationships with Children and Families.** Create meaningful connections with children and parents/caregivers, so families feel known, supported, and connected to WCC. Provide personal follow-ups and clear, welcoming next steps that help new families develop friendships, participate regularly, and grow toward deeper engagement and membership.
- **Create a Culture of Welcome and Belonging**. Ensure every child and family experiences Children's Ministry as a safe, inclusive, affirming place where they belong.
- **Lead Special Events and Milestone Ministry.** Coordinate seasonal programs, family events, service opportunities, summer programming, and significant faith milestones. Collaborate with nursery school, camp, and other Family Ministry leaders to make these experiences welcoming doorways for younger families and connected pathways into Children's Ministry and broader congregational life.
- **Lead Vacation Bible School**. This includes all programming, volunteer training, and collaboration with other staff for our annual VBS program.

- **Lead Children's Ministry at Summer Camp**. In collaboration with the rest of the Summer Camp Leadership Team, plan and participate in age-appropriate programming for two weeks of summer camp.
- **Oversee Ministry Operations and Safety**. Manage child-safety practices, registration, communications, calendars, supplies, classrooms, and the Children's Ministry budget.

Ministry Development

- Pursue personal leadership growth through attending seminars, building relationships with other Directors of Children's Ministry, reading, etc.

Financial Management

- Direct and manage the annual Children's Ministry budget

Equipping

- Recruiting, training, and supervision of paid and volunteer staff
- Supervising registrations and maintaining appropriate church records

Organizational Relationships

- Reports to Co-Lead Minister
- Member of the Family Ministry Team
- Attends Family Ministry Team Meetings
- Staff liaison to Children's Ministry Board
- Attends all WCC staff meetings

Education, Skills and Experience

Required:

- A faith-anchored life and willingness to embrace and support the relational ministry model of Wayzata Community Church
- B.A./B.S. from an accredited college or university
- 5+ years of related experience in church-based children's ministry
- Commitment to lifelong discipleship in self and in the lives of others
- Comfort with WCC's mission of inclusion and celebration of its diversity of faith philosophies
- Strong verbal and written communication skills
- Ability to stand, stoop, kneel, crouch, walk, reach, use hands/fingers (dexterity), and lift up to 40 pounds

- Excellent interpersonal, negotiation, and conflict resolution skills
- Ability to work collaboratively with other staff and volunteers.
- Excellent organizational skills and attention to detail
- Excellent time management skills with proven ability to meet deadlines
- Ability to act with integrity, professionalism, and confidentiality