

CHAMPION FELLOWSHIP

JOB DESCRIPTION: CHILDREN'S DISCIPLESHIP DIRECTOR

WAGE/HOUR STATUS: Full time / Salary

Primary Purpose: Working closely with the entire staff in areas related to the Children's Ministry with a primary focus on Sunday morning and Wednesday evening discipleship. Additional focus will be in the areas of Vacation Bible School, summer camp, Mom's Inc., and ministry childcare needs.

Qualifications: Some college or equivalent work experience. High School Diploma or GED required.

Special Knowledge/Skills:

- Experience in areas involving ministry to children, families, and outreach as a part of a multi-staff church.
- Ability to meet people where they are at to assess needs related to the Gospel.
- Excellent communication and presentation skills, both verbal and written.
- Proficient in Microsoft Word, Outlook, Excel, and Power Point.
- Effective organization and interpersonal skills.

Experience: Minimum of two years of Children's Ministry experience; volunteer and/or paid..

MAJOR RESPONSIBILITIES AND DUTIES:

➤ Oversee the Sunday morning and Wednesday evening discipleship of children:

Examples and areas of support include, but are not limited to:

- Prayerfully assess needs of the overall ministry and implement in coordination with entire staff.
- Recruiting/inviting volunteers to serve throughout the ministry.
- Facilitate opportunities for discipleship through individual volunteer teaching/leading, and age specific curriculum with opportunities for parental involvement.
- Ministry budget submission and approved budget management.
- Planning in advance, meeting with leaders, soliciting staff input, and becoming aware of new Children's Ministry activities available to help children grow into committed followers of Christ.
- Keep the staff, pastors, and congregation updated on ministry activities and opportunities.
- Coordinate with outside agencies as needed to facilitate ministry activity.
- Initiate background checks on all volunteers.

- Oversee the yearly Vacation Bible School (VBS):
 - Prayerfully consider the VBS theme for a given year.
 - Begin planning months in advance by involving a VBS team to assist in ministry launch.
 - Promote VBS within the church and community.
- Oversee the yearly summer camp:
 - Prayerfully consider the best camp based on opportunity, availability, location, and cost.
 - Assemble a team of volunteer leaders to help shepherd the children while at camp.
 - Consider transportation costs and acquire as needed.
 - Promote well in advance for maximum participation.
 - Provide opportunities for fund raisers to help offset the individual costs to attend camp.
- Mom's Inc.:
 - Liaison between Mom's Inc. group and the church.
 - Ensure childcare for this ministry.
- Childcare needs:
 - Determine which ministry activities can best be served by available childcare and ensure its promotion.
- Assist in and support the numerical and spiritual growth of the church.

Supervisory Responsibilities: Paid nursery workers and ministry volunteers.

Equipment Used: Copier, personal computer, projector, printer, fax machine, and iPhone.

Working Conditions: Mental Demand/Physical Demands/Environmental Factors:

- Maintain emotional control under stress.
- Work with frequent interruptions.
- Maintain flexibility in work assignments.
- Ability to set up/take down and store tables and chairs as well as lift and relocate ministry related items up to 30lbs.
- Ability to personally integrate drama, acting, role play, etc. when needed to support the teaching and student retention of biblical lessons.
- Prolonged use of computer.