



**LAURELGLEN BIBLE CHURCH
CHILDREN'S MINISTRY DIRECTOR
November 2017**

SUMMARY

The Children's Ministry Director organizes, coordinates, and supervises programming for children in nursery (0-2 years) and preschool through sixth grade (ages 3-12).

He/she serves under the direction of the Adult Ministries Pastor.

HOURS AND COMPENSTATION

The Children's Ministry Director job is a full-time, exempt position. Work days and hours are flexible, depending on the needs of the ministry. He/she receives health and dental insurance, as determined annually by the Elder Board.

QUALIFICATIONS

- Mature and growing Christian
- "Above reproach" as defined by 1 Timothy 3, Titus 1
- Exhibits strong administrative, organizational and relational skills
- Demonstrates an obvious ability to work with children of all ages
- Able to confidently lead, direct, and encourage Children's Ministry staff members and volunteers
- In full agreement with the mission, vision and core values of LBC
- A clear calling to ministry.

PRIMARY RESPONSIBILITIES AND EXPECTATIONS

- Oversee all Children's Ministry programs and events
- Provide general leadership and oversight as the chair of the Children's Ministry staff and volunteers
- Meet regularly with the Children's Ministry Visionary Team (CMVT) to guide the ministry and provide visionary leadership
- Lead the CMVT in policy development

- Be a motivator through personal enthusiasm, concern and encouragement of others
- Serve as an example to Children's Ministry staff and volunteers in complying with Laurelglenn's Covenant of Conduct.

SPECIFIC ON-GOING DUTIES AND EXPECTATIONS

- Direct, coordinate, and supervise all programming of preschool and elementary children; oversee AWANA by evaluating quality, providing support, and guidance as needed
- Recruit supervisors and lead teachers; and assist them in recruiting additional staff and substitutes
- Meet as needed with each department's staff to develop a team ministry; use the meetings to plan and coordinate, to pray for the children and to provide training for the staff
- Visit all Sunday School and Children's Church check-in desks and classrooms weekly to systematically assess facilities, provide general assistance and observe LBC staff members and volunteers as they teach and interact with children
- Be a resource person, providing ideas and materials to enhance the curriculum
- Provide assistance in lesson planning and delivery as needed
- Affirm your teaching staff through encouragement and appreciation
- Act as a liaison between AWANA Leadership and LBC's Elder Board
- Maintain a systematic screening process for selecting all Children's Ministry curriculum materials
- Schedule and provide training to all paid staff and volunteers in effective use of adopted curriculum materials and best teaching practices
- Insure all staff members and volunteers are well trained to maintain child safety in all situations, as defined in LBC Safety Teams' guidelines and Children's Ministry Volunteer Handbook. Examples of safety training include: Child Check-in/Check-out procedures, requesting emergency assistance, food allergy awareness, assisting special needs students, appropriate physical contact with children
- Lead the paid staff and volunteers in establishing and maintaining a welcoming atmosphere for parents and children at all times

WORKING RELATIONSHIPS

- Directly responsible to the Adult Ministries Pastor or his designee
- Directly responsible for the supervisory and teaching staff for 2 year olds-6th Grade
- Work closely with Nursery Coordinator / Children's Ministry Assistant to provide quality care and cohesive flow between nursery and preschool program
- Complete the annual performance evaluation process of all staff members assigned to his/her supervision, as per LBC's Organizational Chart.
- Be an integral part of communicating all Childcare Policies and Procedures to parents, staff, volunteers and directors of other ministries
- Participate with the Nursery Coordinator in continually reviewing and, as needed, updating the Children's Ministry Volunteer Handbook
- Supportive of and loyal to the pastoral team.

PERSONAL DEVELOPMENT RESPONSIBILITIES

- Be involved in consistent personal Bible study and prayer
- Schedule regular times for family, recreation and refreshment
- Attend occasional seminars and conferences relevant to children's ministry
- Attend appropriate LBC staff meetings, retreats, etc., for mutual encouragement, spiritual input and staff unity
- Work diligently to improve any job performance issues found in need of improvement, during the annual performance evaluation process.