

# DIRECTOR OF CHILDREN'S MINISTRY



**JOB TITLE:** Children's Ministry Director

**REPORTS TO:** Senior Minister – Taylor Leachman

## **OVERSIGHT RESPONSIBILITIES:**

**HOURS / WEEK:** 30

## **SCOPE OF POSITION:**

The Children's Ministry Director will be responsible to oversee Advent Houston's programmed discipleship ministry to all children, infant through 5<sup>th</sup> grade on Sundays. All nursery workers, nursery volunteers, and "Adventurers" volunteers will report to the Children's Ministry Director.

## **SPECIFIC RESPONSIBILITIES:**

1. Cast a compelling and contagious vision for children's ministry programming on Sundays that reinforce Advent Houston's vision and values.
2. Create a culture of relational warmth and discipleship to children, in partnership with parents and volunteers, with ministry-wide attention to relationship building, newcomer welcome, and Christ-like growth.
3. Develop and maintain effective systems that foster safety, care, and spiritual growth throughout children's ministry.
4. Recruit, equip and coach teams of volunteers for nursery and "Adventurers" children's worship ministry.
5. Implement and administer curriculum creatively for Sunday programming at all age levels.
6. Plan and implement children's ministry programming on Sundays that effectively engages children at each developmental stage; e.g. crafts, drama, music & worship, activities, and recreation.
7. Facilitate children's ministry in the home by resourcing parents outside of Sundays.
8. Oversee the annual budget and the inventory of supplies for the ministry.
9. Promote quality in ministry through on-going professional development and personal spiritual growth.

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### **SKILLS AND QUALIFICATIONS:**

1. Love for children and a passion to see them embrace, embody, and extend the grace of Jesus.
2. Commitment to a Christ-centered approach to biblical teaching & reformed theology.
3. Experience serving as an effective children's teacher.
4. Passionate about Advent Houston's philosophy of ministry.
5. Relationally strong personality—warm, enthusiastic, and kind.
6. Highly skilled organizationally and creative at program planning.
7. Team builder and coach.
8. Steady and calm during crises and committed to conflict resolution.
9. Humble and teachable spirit.

**CLASSIFICATION:** Director