



Crossroads

GLOBAL METHODIST CHURCH

CHILDREN'S MINISTRY DIRECTOR JOB DESCRIPTION

Job Summary: Lead an active and spirit-filled ministry for children from 3 years-old through 5th grade that aligns with the mission and vision of Crossroads.

Reports to: Associate Pastor
Supervises: All persons serving in Children's ministry
Status: Full-time, salaried

General Description: The Children's Ministry Director plans, coordinates and organizes all ministry opportunities for the children of crossroads. This role involves planning and organizing the Sunday morning ministry, the school year Thursday night ministry, special events, and vacation bible school. The director recruits and supervises volunteers to make sure programs run safely and effectively. Our area of contact includes six school districts and many home school children. The program consists of children 3-years-old through 5th grade.

Essential Skills:

- Has a heart for God and a Christ-like character of love that aligns with Scripture.
- Knows salvation in Jesus Christ and has a growing, personal relational with Him.
- Possesses a deep knowledge and understanding of Scripture.
- Is a self-starter who actively seeks out healthy ways to have an excellent, energetic program.
- Is highly relational and communicates well with parents, volunteers, the church body, and staff.
- Possesses organizational, word processing, social media skills, and management skills.
- Is able to teach and communicate with adults to provide training and support.
- Is a team player and can develop both youth and adult leadership.
- Has a sense of humor and initiates fun.
- Willing to learn and receive guidance from pastoral staff.
- Has completed a minimum of a High School diploma.

- Have a criminal background screening with clear results and finger prints on file with the Executive Director of Crossroads. Complete the Sexual Awareness Training that all Crossroads staff complete.
- Adhere to the personnel policy of Crossroads Global Methodist Church.
- Experience teaching elementary-age children is preferred.
- Experience leading teams is preferred.

Essential Tasks:

- Provide leadership and direction to the Children's Ministry Program in alignment with the current vision and culture of the church.
- Responsible for all recruitment, training, scheduling and supporting the volunteers in the children's ministry area.
- Create an environment for weekly children's ministries that fosters spiritual growth in children and makes them want to come back week after week.
- Plan and lead a yearly Vacation Bible School and work closely with the vacation bible school volunteer team.
- Set and administrate the children's ministry budget.
- Communicate regularly with office staff regarding activities and participant information.
- Provides Oversight for Children's ministry including but not limited to:
 - Sunday morning Crossroads Kids
 - Thursday night Kids Club
 - Family Life Ministries as schedule permits
 - Special Events as schedule permits
 - Vacation Bible School

Required Meetings:

- Bi-Weekly staff meeting as scheduled.
- Weekly supervision meeting with supervisor.
- Church Council meetings as scheduled.
- Other meetings as scheduled and pertinent to the job description.