



Job Description – Children’s Ministry Director

Status: Part-time, hourly position, estimated 20-25 hrs/wk

Reports to: Jim Matthies

Summary

Two words in Common Ground’s mission statement are extremely important: *To call people of all ages to be formed into the image of Jesus, so we can love our neighbors in Indianapolis and around the world.* These two words communicate the value we place on children and adults, state our intention for church-wide spiritual formation, and they form our foundation and understanding of family ministry.

CGCC-Midtown values children as uniquely gifted individuals who are integral members in Christ’s body. Accordingly, our guiding vision for children is to include them in the life and work of the church so they can encounter Jesus. This begins with coming alongside parents to nurture each child’s relationship with Christ. We believe that parents, before any institution, have the primary responsibility for the spiritual nurture of their children; the church’s role is to assist in the cooperative effort of that task.

The Children’s Ministry Director will have broad oversight for the children’s ministry and will oversee the Children’s Ministry Administrative Assistant and all paid and volunteer workers. The Children’s Ministry Director will report to the Formissional Pastor. The Formissional Pastor will help ensure the Children’s Ministry Director and his/her team is healthy and resourced/equipped to live into the vision for CGCC-Midtown.

Qualifications/Relevant Experience

- Agreement with CGCC-Midtown mission, vision, and philosophy of ministry
- Agreement with CGCC-Midtown beliefs and values
- At least a two-year degree from an accredited college or university. A four-year degree is preferred, but not required.
- Education, child development and/or curriculum development background preferable, but not required.
- 1-2 years serving in a leadership role within the church, preferably children’s ministry.

Required Knowledge, Skills and Abilities:

- Possesses a “big picture” view of spiritual formation of all ages – able to articulate and cast vision – committed to expanding knowledge through reading and experience
- Understands and is committed to Godly Play ministry philosophy
- "Take Charge" personality; one that shows initiative and perseverance
- Extremely strong interpersonal skills
- Strong organizational abilities
- A gracious, Christ-like demeanor in demanding situations
- Strong computer skills (Google Docs, Word, Excel)
- Team player



Duties/Responsibilities

Ministry Vision and Development

- Provide vision and oversee curriculum in the classrooms and in the sanctuary during Advent, Lent, and summer seasons.
- Recruit, train, and develop teachers and floaters who have a passion for shepherding and caring for children.
- Recruit assistants to serve in classrooms.
- Seek feedback from teachers in order to understand issues, concerns, and needs. The children's ministry director should work with the staff to ensure needs are appropriately communicated and met.
- Coordinate formal teacher appreciation efforts in November and May.
- Provide recommendations to staff for enhancing any aspect of Children's Ministry.
- Note: to accomplish the objectives above, the director should minimally be *present* in each classroom on a given frequency (e.g. 1x/quarter). If possible, it is desired that the director also engage in *teaching* each class occasionally in order to gain a first-hand perspective of the dynamics of that class.
- Participate in family conversation and preparation for child baptism.

Partnering with Parents

- Provide parents with information about what is happening in their child's classroom such that they can continue and enhance the conversation at home.
- Encourage parents as they seek to nurture their child's relationship with Christ by offering a variety of resources to use in spiritual formation.
- Create and distribute Advent and Lent family guides.

Administration

- Monitor and oversee the Children's Ministry budget.
- Distribute class curricula to teachers and set up classrooms weekly.
- Manage classrooms – purchase, organize, and maintain curriculum, play, and response materials.
- Serve as staff liaison to VBS coordinator for CGCC-Midtown. Assist in communication, setup, oversight, and any other responsibilities as necessary.
- This role will oversee the Children's Ministry Administrative Assistant to ensure the following:
 - Scheduling of teachers, assistants, and floaters for Sunday Children's Ministry needs.
 - Assembly of weekly schedules for Children's Ministry, including teachers and assistants. Communication of schedule with all children's ministry volunteers.
 - Management of Planning Center registrations and scheduling functions.
 - Availability of appropriate supplies, curriculum, and snacks in classrooms.

General oversight

- Find ways to touch base with teachers on Sunday mornings and be available to give guidance when needed.



- Attend weekly staff meetings, and other planning meetings when needed, in order to participate in the overall staff and provide guidance to vision when it comes to “all ages.”
- Work with pastoral staff to ensure alignment of Children’s Ministry with church vision, as well as to coordinate summer, Advent, and Lent liturgy.