

## Children's Ministry Director

### Accountable to

Worship & Program Integrator

### Job Type

Exempt Full-Time

### Overview

The **Children's Ministry Director** position is vital to the ongoing success of Crossroads' ability to live into our vision to focus on families, serve our community, and extend an unlimited welcome to all. This position is responsible for planning and facilitating Children's Ministry gatherings and events that create a safe place for children to explore and develop their faith.

### Responsibilities and Duties

#### Strategic Planning and Execution

- Provide vision, strategy, development, and leadership of programs that meet the developmental and spiritual growth needs of children from Birth-5<sup>th</sup> Grade.
- Recruit, train, encourage and lead a Children's Ministry team of volunteers.
- Communicate with other ministry areas to actively identify opportunities for coordination and collaboration of events, programs, and volunteer opportunities.
- Oversee children and family Passages and events such as Baptism, 5<sup>th</sup> grade Crossover, parent workshops, and community events.
- Communicate effectively with volunteers, children, and their parents.

#### Program Development

- Create and/or purchase educational programs and curriculum to meet a growing Children's Ministry program including Sunday morning programs, special events, and additional "at home" resources.
- Oversee the Sunday morning children's experience including in-person oversight, volunteer management, set-up/clean-up, and tracking attendance data.
- Work effectively with parents to equip families with tools and resources that help them become intentionally involved in the spiritual formation and discipleship of their families.
- Create and implement new experiences and age appropriate service opportunities for children.
- Coordinate with other ministry areas to ensure alignment across all church programs including MOMS Connect, HOPE Preschool, and other community connection opportunities.
- Explore ways to expand the reach and scope of the program within and outside of the existing ministry.

#### Administration

- Create a plan to communicate with parents regarding Sunday gatherings and all children's events.
- Make sure Children's Ministry programs and events comply with the Crossroads Child Protection Policies.

- Maintain records such as registration forms, background checks, and volunteer contact forms.
- Develop and manage the annual Children's Ministry budget.
- Oversee the hiring and management of paid nursery/childcare providers.
- Prepare for and attend staff meetings and other required functions.

### **Qualifications**

- A Bachelor's degree or equivalent work experience in lieu of a bachelor's degree.
- Minimum of 3 years of experience working or volunteering with children's programs and educational leadership.
- Strong communication and interpersonal skills with the ability to interact with volunteers, parents, and the church team.
- Experience in leading, coordinating, and collaborating with ministry volunteers.
- Proficient in using computers and Microsoft Office.