

**Position Description**  
**Children's Ministry Director**

**MISSION:** To develop, implement and oversee effective children's ministries, from Nursery through Grade 6, in accordance with the mission and vision of CrossPoint Christian Reformed Church.

**Status:** This is a part-time position (flexible, up to 10 hours per week from Sept. through June, depending on need; less hours required in summer – approx. 2 hours per week for 10 weeks in summer with less children (ages 3-6)).

**Qualifications:**

1. Gives evidence of a sincere commitment to Christ, and a dedication to see children know and grow in their knowledge of and relationship with our Triune God.
2. Is a member of the CRC or willing to become one.
3. Is committed to CrossPoint CRC, its mission, vision, core values, and goals.
4. Training and experience in Early Childhood Education would be an asset.
5. Is self-motivated with a clear vision for Children's ministry.
6. Has the spiritual gift of administration, leadership, & teaching.
7. Is able to plan and organize our Children's ministries and curriculum.
8. Is able to work independently with minimal supervision.
9. Is able to recruit, train and motivate others for ministry.
10. Is team oriented with the ability to work closely with the Sr. Pastor, Staff Team, & Children's ministry volunteers.

**Main Responsibilities:**

**I. Nursery** – Oversee and encourage the volunteer Nursery Coordinator (occasional, minimal involvement)

**II. Sunday School**

- 1) Choose, purchase & prepare appropriate Sunday school curriculum.
  - Prepare an annual budget for the Sunday school ministry by October 1
  - Purchase & prepare curriculum for the ministry as needed
  - Purchase or find all (most) craft supplies required for each Sunday school lesson (or recruit a volunteer to do this & put hours saved toward children's worship tasks (see below)).
  - Keep classroom counters and supplies closets organized and stocked
  - Submit expense forms monthly for accountability, reimbursement, and tracking
- 2) Volunteer Recruitment
  - Recruit and schedule Sunday School teachers & helpers for all classes.
  - Develop a list of teacher substitutes and/or be prepared to substitute as needed (if teachers cancel).
  - Ensure all Sunday school teachers have completed and submitted current police checks
- 3) Train and encourage Sunday School teachers and helpers.
  - With help of Office Administrator, ensure all teachers and helpers are familiar with CrossPoint's SAFE Church Policy as it relates to the Sunday School ministry
  - Ensure all teachers and helpers understand their role/job within the Sunday School ministry; provide list of tasks.
  - Provide monthly notes to teachers with an overview of the month's unit, and specific notes for each lesson outlining the sections and supplies for which they will be responsible and suggestions on how they might teach the curriculum.
  - Touch base with teachers and helpers throughout their month of service to debrief, problem solve, and encourage.

#### 4) Communication with Parents and Families

- Develop and implement a registration system to obtain and keep track of information regarding the children and families involved in the Sunday school ministries (i.e. name, age, parents, allergies and other health concerns, email addresses/phone numbers, etc)
- Communicate with parents what their children will be learning (frequency TBD whether weekly, monthly, or bi-monthly)
- Communicate with parents “at home” discipleship ideas, resources, and opportunities (frequency TBD whether monthly, or bi-monthly)
- Communicate with parents any struggles/classroom management issues regarding their children, working with them and teachers towards steps forward
- Make sure parents sign in and sign out children; make sure parents pick up children.
- Ensure clear process for collecting offering money, which rooms are to be used.
- Make snacks beforehand
- Update list of children in attendance and allergy alerts to post in room(s).

#### 5) Sunday Responsibilities

- Ensure each Sunday that teachers and helpers are present for each class; find substitutes as needed
- Each Sunday, lead (or delegate to another) the large group opening activity, worship and story time

### III. GEMS & Cadets (grades 3-6)

- 1) Work with GEMS and Cadet leaders, and with the “Faith Formation Design Team” to determine the best way to engage in these ministries including if and how to combine all or part of these ministries.
- 2) Work with existing counselors to help recruit & train head & other counselors.
- 3) Train and encourage GEMS & Cadet leaders and helpers.
  - Ensure all counselors are familiar with CrossPoint’s SAFE Church Policy as it relates to GEMS and Cadets ministry.

Note: GEMS and Cadets require less attention and no curriculum development as this is denominationally supplied.

### IV. BeTWEEN (grades 4-6)

- 1) Work with “Faith Formation Design Team” to determine the format of this ministry (e.g., weekly, bi-weekly?)
- 2) Determine and create or order curriculum.
- 3) Recruit, train and encourage teachers, also in our SAFE Church Policy.

### V. Worship

- 1) Be present at most Sunday worship services before & after services in order to interact with parishioners and Sunday School teachers, especially from Sept. through June (min. 3x per month, excluding vacation).
- 2) As time permits, work with Worship Ministry Team and/or Senior Pastor to:
  - plan ways to involve Sunday School and other children (e.g. BeTWEEN) in our corporate worship services (e.g., leading, singing, playing instruments, praying, ushering, etc)
  - Help plan worship elements that will help children worship or learn.

**VI. Design Team** – As a member of the new “Faith Formation Design Team” and working within it, develop a systematic Biblical teaching strategy which complements what our other Faith Formation ministries are doing within CrossPoint.

**VII. Administration & Council/Staff Relations**

- 1) Meet monthly with Sr. Pastor for encouragement, prayer, communication, training, planning and accountability.
- 2) Work with Sr. Pastor and Staff Lead Team to set and evaluate annual goals.
- 3) With some exceptions (vacation time, etc), meet 2x per month with staff for encouragement, prayer, communication, training, shared ministry planning, & accountability. Prepare for weekly meetings by completing agreed upon tasks and readings.
- 4) Submit an accountability report once per month detailing the previous month's activities and the upcoming month's goals.
- 5) Submit reports, recommendations, requests and budgets to Sr. Pastor and Council/Admin Board as appropriate or requested.
- 6) Submit monthly mileage and expense forms to Sr. Pastor for approval.
- 7) Submit weekly or as required bulletin announcements regarding our Children's ministries.
- 8) Attend Fall and Spring congregational meetings; prepare written and verbal presentations about your ministry & ministry plans for these meetings.
- 9) Working within a team environment may occasionally require the Children's Ministry Leader to assist other staff members in their areas of responsibilities. This will be done as directed by the Sr. Pastor.

**VIII. Professional Development** - Attend professional development seminars and conferences regarding children, adult ministries as able and as approved by the Sr. Pastor.

**Reporting, Supervision and Evaluation:** Reports to Sr. Pastor who will act as supervisor and mentor. The Children's Ministry Director is to be evaluated as needed, with input from the Sr. Pastor, pastoral elders, Sunday School teachers, and agreed upon members of the congregation.