Children’s Ministry Director – Roles & Responsibilities

* **Main Responsibility – Oversee spiritual direction and health and provide spiritual leadership of Children’s Ministry.**
* **Planning**
	+ Oversee the curriculum of Children’s Ministry (e.g., teaching material, worship songs)
	+ Plan the children’s program for the church-wide spring retreat OR find outside speaker/program director
	+ Plan and implement a Children’s Ministry evangelism program
	+ Attend Weekly Pastoral Staff meetings and work closely with staff members
* **Serving**
	+ SUNDAY – Preside over each Sunday’s children’s worship hour (include speaking and/or identifying speakers to give message)
	+ FRIDAY – Oversee AWANAs and provide leadership to the ministry directors
	+ Care for the spiritual wellbeing of CM coworkers and for the church families with children
	+ Preach to the congregation when needed (occasionally)
* **Recruiting**
	+ Recruit a coordinator for VBS each year and assist with mobilizing
	+ Recruit directors for AWANAs each year and oversee AWANAs on Friday nights
	+ Work in conjunction with AWANA commander and Children Sunday School Principal to recruit Children’s Ministry coworkers.
* **Training/Caring**
	+ Oversee training, development and care of all CM coworkers
* **Administrative**
	+ Call and organize all meetings related to Children’s Ministry (parent/teacher meetings, AWANAs meetings, quarterly ministry meeting)
	+ Sign-off on all CM-related reimbursement forms and organize annual ministry budget
	+ Attend monthly Church Council meetings and produce ministry reports
	+ Communicate to the Church Council the spiritual state of Children’s Ministry
	+ Provide communication to parents and coworkers of Children’s Ministry important news and updates regarding the ministry
	+ Hold office hours at the church