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