

Job Description for DCCC Children Ministry (CM) Director, 18 months through 5th grade.

Primary Role: Build up an environment directed toward leading children and their families into a dynamic relationship with Christ.

Reports to the Council of Elders, works with the CM Core Team, other Pastors and staff members.

Hours: Part-time available, full time preferred. Salaried position.

Compensation: Negotiable with experience

Note: The CM Core Team is composed of key committed parents and teachers whose main role is to support the CM director and help make important governance decisions and implement improvement initiatives in the Children Ministry.

Responsibilities

1. **Articulate a clearly defined vision and mission** that aligns with the vision and mission of DCCC.
2. **Lead and nurture the spiritual growth of the CM Core Team/leaders. Meet regularly with the CM Core Team** to identify areas of improvements and make adjustments where appropriate to best serve the children. Partner with the CM Core Team to recruit teachers/helpers for Sunday School, Children's Worship, other large group meetings, and/or special events.
3. Attend monthly Executive Council meetings. Communicate the needs of the children to the congregations and leaders of the church as appropriate.
4. **Support, equip, and train teachers/helpers.** Evaluate and seek feedback from teachers regularly. Continually assess the needs and flow of all aspects of CM. Regularly hold teacher's training workshops/seminars and prayer/support meetings.
5. **Select/create Sunday school and other program curriculum** to build continuity in spiritual understanding and growth from preschool to 5th grade. Each year is built off the previous year, aiming for a child to understand salvation and accept Jesus as their savior. Maintain good connection with youth group leaders to ensure a seamless transition to the Youth Group.
6. Oversee the Children's Sunday School and other programs. Attend children's worship and visit Sunday school class(es) and other activities as needed for the purpose of evaluation and teacher support. Be available to teach when needed. Address unexpected issues as the needs arise.

7. Plan and lead summer children's programs. Support other children's events including children fellowship activities as needed. Create and maintain an event file with event information, timeline, notes suggesting enhancements and things that went well..
8. **Build relationships and maintain communication with parents.** Organize parenting classes as needed.
9. Oversee and maintain Children Sunday School registration and attendance records.
10. Plan and oversee the CM budget, the purchase of supplies for ministry and classrooms.
11. Ensure safety measures for children in DCCC programs are followed. This includes, but is not limited to, the check in/out process, background checks, training for volunteers, food allergies, bullying, 2 adults rule, and emergency procedures.
12. Update the DCCC CM handbook to document policies and changes as needed.
 - CM Vision statement and mission statement
 - Volunteer application, screening, commitments, expectations, and training.
 - Discipline: age appropriate discipline and behavior guidelines.
 - Security/Safety policies, procedures, and reporting..
 - Health/Medical policies, procedures and reporting.
 - Emergency procedures.
 - Check-in-out procedure and policy.
 - Child abuse policy: preventing, reporting and investigation.
 - Program descriptions for Toddler, Preschool, Elementary, summer programs. etc. The description will include age, time, location and age-related operation guidelines.

Skill and Characteristics

1. Must be a spiritually mature Jesus Christ follower, have a lifestyle demonstrating faith and obedience, and have passion for the Children's Ministry.
2. College education (with a degree or training related to Child Development, Education, or children ministry a plus).
3. 3-5 years paid or volunteer work history within a church environment is preferred.
4. Strong communication, leadership, computer, administration, and organizational skills.