

Grace Chapel Job Description

Job Title: Director of Children's Ministry
Grace Chapel, Watertown Campus

Ministry: *Next Gen Ministry*

Reports to: Campus Pastor, Watertown

Date: July 20, 2017

This job description is focused on actual work. The spiritual health and vitality of the individual is essential to any position at Grace Chapel. A plan to maintain and insure that spiritual health will be part of each individual ministry plan, including regular worship participation.

Purpose of Position: The purpose of this position is to maintain, support, and look for ways to grow and enhance our ministry to children at Grace Chapel, Watertown.

The Director of Children's Ministry will provide leadership and oversight to the volunteers who coordinate and staff our Sunday morning children's programming. Working within the vision and mission of Grace Chapel's Next Gen Ministry, the Director shall be responsible for ensuring the health and safety of the children, the continued development, training, support and supervision of the volunteer staff, and the implementation of the selected curriculum for Children's Ministry in Watertown.

Working Relationship: The Director of Children's Ministry will report directly to the Campus Pastor of the Watertown campus and indirectly to the Pastor for Next Gen Ministry.

General Responsibilities:

- The position is part-time.
- The schedule includes serving one or both hours (if necessary) Sunday morning as well as midweek preparation, developing relationships, and staff/team meetings.
- General duties include: Leadership of the overall ministry to children on the Watertown Campus of Grace Chapel, supporting and resourcing volunteers for nursery care, early childhood and elementary Kidstown, inviting new volunteers into ministry, assisting small group leaders in implementation of curriculum for Sunday morning program, calling and investing in coaches to assist in Kidstown leadership, coordinating summer Sunday morning programs for early childhood and elementary children, work in relationship with the student ministry staff to provide smooth transitions for children entering middle school.
- Additional duty involves communicating expectations and needs with the director of the Nursery School currently using the facility.

Specific Responsibilities:

Communicate vision, mission and values of Children's Ministry

- Ensure programmatic consistency in volunteer training

- Empower leaders through clearly articulated vision, purpose and goals.
- Engage parents through support roles and/or occasional events.
- Serve as an active team member of the Next Gen Team.

Create exciting learning environments for Sunday and summer programs

- Identify, invite, and train volunteers in children’s ministry.
- Work in partnership with parents on check-in and pick-up procedures, implementation of Child Protection Policy, Lost Child procedures, and any other means to ensure the health and safety of our young children.
- Supporting tech and drama team

Develop volunteer coaches and team leaders for Sunday programming

- Support and encourage current volunteer staff
- Identify experienced ministry leaders and cast vision and goals
- Equip leaders and provide ongoing enrichment
- In partnership with the Director of Student Ministry, establish appreciation and training opportunities.

Qualifications:

The ideal candidate will be experienced in the area of Children’s Ministry, as either a long-term volunteer or paid staff member with these additional qualifications:

- Background in child development
- Team building leadership style
- Strong Biblical knowledge
- Proven success at inviting and training volunteers
- Ability to organize and work independently

If, after prayerful consideration, you would like to be considered for this position, then we invite you to join in the application process. Please submit:

Your up-to-date resume with a

- Brief description of your journey of faith, and
- A statement describing the reason for your interest in this particular position.

Submission process:

Resume and cover letter should be submitted in electronic format (only) to:

- resumes@grace.org. You will receive an email confirming our receipt of your submission. No telephone calls please.