



Job Description and Qualifications

Job Title:	Director of Children's Ministries (K-5th)
Department:	Children's Ministries
Position Status:	Exempt, not eligible for overtime
Position Schedule:	Full time (generally Sunday through Thursday)
Reports To:	Director of Family Ministries
Supervises:	Children's Ministries staff
Date:	April 2019

PURPOSE

To provide oversight of all children's worship experiences including developing, coordinating, and administering a comprehensive and expanding educational ministries program for elementary-aged children (K – 5th) and their families.

PRIMARY DUTIES

- Develop, implement and coordinate various programs for children and their families that align with the goals of the church while modeling biblical priorities.
- Provide a warm and friendly learning environment for children and families.
- Partner with parents to lead kids to a genuine sense of belonging, involvement and spiritual growth at Chapel Hill by meeting kids where they are and leading them to next steps.
- Lead, empower and equip the Children's Ministries' department staff to effectively lead their respective ministries and meet with them regularly to clarify vision, goals, and strategy of the church.
- Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, delegating tasks, and evaluating progress regularly.
- Manage the Children's Ministries department budget.
- Provide oversight and execution of small groups.
- Recruit, train and motivate volunteers for leadership in Children's Ministries programs.
- Other duties as assigned.

EDUCATION AND EXPERIENCE

- Bachelor's degree required; preferably in a related field.
- 3+ years of children's ministry or directly related experience required.
- Experience managing staff and/or volunteer teams, handling and resolving difficult situations in a skilled and professional manner.

KNOWLEDGE, SKILLS, AND ABILITIES

- Personal faith in Jesus Christ and agreement with the EPC Essentials of the Faith (epc.org/about/beliefs)
- Ability to align staff and volunteers with CH and CM's mission, vision and values.
- Knowledge and experience in Biblical interpretation, child development (and faith development) and religious educational theory and practice.
- Flexibility in work hours based on special events
- Excellent interpersonal and communication skills with children and adults.
- High emotional intelligence
- Administrative skills for leading a team, managing email, appointments, and multi-tasking.
- Ability to steward people, time, and money well
- Ability to plan for the future, measure and evaluate for results

All employees are required to pass a criminal background check prior to start of employment.

All employees must understand that they are a part of a Christian church and that their employment is a God-ordained vocation. In this regard, employees must fully support and live consistently and in accordance with any Statement of Faith and Christian standards of living as may be set forth in the church's employee handbook.