

	Created Date:	May 2025
	Modified Date:	
	FLSA Status:	
Job Title: Children's Ministry Director	Reports to:	Head of Staff

Position Summary

A part-time staff position, 20-25 hours per week to oversee all aspects of the Children's Ministry Program (i.e., Sunday School, special events, and summer programs).

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the required knowledge, skills, and/or ability. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. May include some or all of the following.

Oversee all aspects of Children's Ministry programming-

Children's Faith Formation

Sunday School

- Research and select annual Sunday School curriculum
- Coordinate the Children's Moment with Head of Staff
- Provide resources for teachers, which includes purchasing curriculum and additional resources and printing the resources as needed
- Make schedules of lessons and teachers
- Plan/coordinate musical lessons monthly to perform for congregation and ECFCMO
- Welcome the ECFCMO (Ethiopian Christian Fellowship Church of Missouri) children to participate in children's ministry programs
- Provide alternative (zoom, take-home materials, etc.) access for Sunday School for those who need it
- Attend Children's Ministry Team (CMT) committee meetings

Special Programs

- Work with volunteers to plan and lead special programs for children
 - Summer Sunday School
 - Easter Egg Hunt
 - 4th/5th Grade Youth Lunches
 - Super Sunday Kids Camps (Summer)
 - Kris Kringle Crafts
- Assist with music and musical programming involving children
 - Summer Musical
 - Christmas Pageant
- Assist Nursery Director
- Support additional church programming
 - Communion class for children and parents
 - Children's mission projects and offering

- Christian Education Kickoff
- Trunk or Treat
- Intergenerational Events
- Family Friendly Concerts & Shows

Communications

- Write weekly articles for E-tidings
- Send weekly newsletters and texts to parents, congregation
- Advertise events as needed with flyers, postcards, emails, texts
- Update children's ministry page of website as needed
- Maintain children's bulletin board

Volunteer Management

- Recruit, train and oversee children's ministry volunteers (teachers, helpers, and CMT members)
- Ensure children's ministry volunteers comply with Pine Ridge's Children and Youth Protection Program (CYPP)

Other duties as assigned

Required Skills and Abilities - Competencies

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the required knowledge, skills, and/or ability. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. May include some or all of the following.

- Able to plan and organize children's ministry programming
- Able to recruit, train and support volunteers for children's programs
- Displays strong interpersonal and communication skills
- Experienced at working with children
- Basic computer skills, and willing to grow knowledge
- Plus if familiar with Google Drive and Canva

Minimum Education and Experience

To perform this job successfully, an individual must have the following education and/or experience:

- Experience working with young children in an Early Childhood, Elementary or church setting
- Related coursework and/or college degree preferred

Attendance

To perform this job successfully, an individual must maintain the following attendance:

- Weekly work schedule (Mon-Fri) is flexible
- Availability on most Sundays is required, substitute needed when not available

Physical and Cognitive Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Although this description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned.

- **Physical Demands:** While performing the duties of this job, the employee is regularly required to remain in a stationary position for at least 50% of the time. The employee in this role needs to occasionally move about inside the office to access file cabinets and office equipment, assist patients, etc. The general level of physical activity would be defined as sedentary. The employee is regularly required to operate a computer and other office productivity equipment, such as a computer, telephone, copy machine, and printer. Some movements of the hands, arms, and wrists may involve repetitive motions. Specific vision abilities required by this job include the ability to detect, determine, perceive, identify, recognize, judge, observe, inspect, estimate, and assess various activities and the employee's surroundings.
- **Cognitive/Mental Requirements:** While performing the duties of this job, the employee is regularly required to comprehend and effectively use basic language, either written or spoken, to communicate and exchange information and ideas, both simple and complex. The employee is also required to use logic to define problems, collect information, establish facts, draw valid conclusions, interpret information, and deal with abstract variables for unique or unfamiliar situations; also requires the use of problem-solving skills, including formulating and applying appropriate course of action for routine or familiar situations. The employee may be required to perform numerical operations, including basic counting, adding, subtracting, multiplying, and dividing, or more complex quantitative calculations.
- **Work Environment:** While performing the duties of this job, the employee is inside a central heat and air-conditioned office building. The noise level in the work environment is minimal.

Understanding and Acknowledgment

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of an employee. Duties, responsibilities, and activities may change at any time with or without notice. The employee signature below constitutes the employee's knowledge and understanding of the requirements, essential duties, and responsibilities of the position.

Employee

Print Name:

Date:

Signature:

Manager

Print Name:

Date:

Signature: