

New Hope Reformed Church, Powell, Ohio

Job Description

Title Director of Children's Ministry

Accountability Co - Pastor

Position Full time

Objective The Director of Children's Ministry will oversee the spiritual growth and discipleship for all children from birth through 5th grade. The position also works with parents and volunteers to help shepherd our children. This position will also oversee the nursery team.

Primary Responsibilities:

A. Christian Nurture

1. Establish the vision for, direct and implement the children's ministry programs with a focus on raising children to be disciples of Christ, rooting in God's Word, love and prayer.
2. Actively build relationships with children and their parents.

B. Leadership

1. Attend worship weekly and church functions.
2. Work collaboratively as a team member with the Pastors, church staff, and volunteers in achieving church goals.
3. Regular attendance at weekly staff meetings is required.
4. Recruit and provide leadership, training and guidance to Children's Ministry Team and volunteers.
5. Manage nursery operations, including hiring nursery personnel.

C. Administration

1. Plan, coordinate and lead Sunday morning children's activities. Including Sunday School and Kids Club.
2. Promote, plan, organize and implement annual programs including Club 45, Kids Wow, Birthday Party for Jesus, Christmas Eve program, Easter Egg Hunt, Vacation Bible School, Bookbag Blessing, Graduation Sunday, and other fellowship events.
3. Plan a budget, monitor expenditures.
4. Communicate weekly program activities to office administrator, parents, and web administrator in a timely manner for publication and advertising of opportunities.
5. Work with the office administrator to keep updated records on children and families participating in NHC children's ministry activities.

D. Other duties as assigned.

Qualifications:

- Bachelor's degree in early childhood /elementary education preferred. Relevant children's program leadership experience may substitute for education on a year for year basis.
- A minimum of 2 years of children's program management experience preferred.
- Faith and belief in Christ.
- Enthusiastic, self-directed, organized, flexible leader.
- Strong communication and interpersonal skills and ability to delegate responsibility
- Participation and involvement in New Hope Church required