

Children's Ministry Campus Director

- This position is for a gifted leader who is passionate about creating and overseeing a ministry that inspires the church and family to combine their influences to teach children about a God who loves them and wants to have a personal relationship with each one of them.
- This leader will support, equip and empower volunteers to "lead small" as they serve children ages birth - 5th grade.

Required Skills & Qualifications

- Gifted in the development and implementation of measurable strategic plan fulfilling the vision of the church
- Excellent interpersonal and social skills
- Good organizational skills
- Budget management experience
- Attention to detail and follow through
- Ability in public speaking
- Computer competency

Hours

16 per week

Sunday (5-6 hours)

Tuesday Campus/Kids Min Meetings- *mandatory one Tuesday per month for ALL staff meeting*

Other hours can be arranged with direct report

Children's Ministry Director

- Develop, cast, lead and train the vision of Children's Ministry to volunteers and families
- Oversees all Children's Min staff spiritually, relationally, professionally
- Creates structure for leadership development amongst volunteers
- Develops and leads Milestone Events (baby dedications)
- Acknowledges and trains High Capacity Volunteers to disciple others
- Coordinates VBS and staffs accordingly
- Oversees delegation for optional events such as Spring Event, Fall Fest, Christmas.
- Partners with, equips and ministers to families as needed (resources, go weekly, parent cue, parent meetings, etc.)

Sunday

- provide curriculum and proper training for execution for Sunday morning children's ministry in alignment with the church-wide experience
- delegate set-up and break down of ministry environments
- ability to teach when necessary and willing to fill in any room at any time
- management of the ministry schedule of volunteers and class additions (as per growth)
- observation of ministry in progress to maintain excellence
- interaction with families and volunteers to increase familiarity and continually recruit

Weekdays

- maintenance of children's ministry environments
 - informing facilities if shared spaces are maintained
 - communicating with other leaders who share space
- delegation of preparation for Sunday and events
- conferencing weekly with direct report
- attending weekly kids meeting and monthly staff meeting
- communication with new families and others families in need of support
- keeping other staff updated on events and information for website, bulletins and Sunday slides
- reviews and manages the schedule for all volunteers
- maintains the stock and improvement of
 - welcome packets
 - family resource center
 - sign in supplies
- makes use of Go Weekly subscription for social media presence (Instagram, run by Vanessa Herrera), SGL encouragement
- maintains budget updates from CP Finance
- oversees the scheduling, staffing and execution of the following events
 - Baby Dedication
 - Vacation Bible School
 - Spring Event/Fall Fest/Christmas Event - not mandatory

Please email resume to patty.buehler@cpchurch.com.

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