

Switzerland Community Church

Children's Ministry Director

Reports to Executive Pastor

Category of Employment: Full-time

Office Hours: Average of 45 hours per week, with the exception of heavy ministry seasons

The Pastor and Elder priorities for this position would be a Christian of integrity and genuine faith in Jesus Christ who is called specifically to minister to children and their families. Candidate must exhibit excellent leadership, organizational and interpersonal relational skills. Candidate must be tried and proven in ministry and have a passion to share Jesus. Candidate must demonstrate a Christ-like attitude in words and actions, being able to work with a wide variety of people. Candidate must be able to problem solve, maintain and protect confidentiality, and have excellent writing skills. **Experience in Children's Ministry is expected and preferred. Minimum of a Bachelor's degree from an accredited college or university. A degree from an accredited bible college with a major in biblical studies or in a related field is preferred.**

Expectations

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person.
3. Recognizes that the mission of SCC is important and deserves the candidate's best effort.

Conditions of Employment

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of the Ministry of SCC, including SCC's Statement of Faith.
3. Supports and adheres to the SCC Bylaws and Policies.
4. Ministry Staff must be active, participating members of Switzerland Community Church or be *willing to become a member at the beginning of employment.*

Duties and Responsibilities (Essentials)

General staff responsibilities:

- Engage in ministry responsibilities, as assigned, to include assisting candidates for baptism, baby dedications, vision casting.
- Lead, teach, cast vision, oversee, and direct all facets of the Children's Ministry.
- Direct the establishing of ministry goals and objectives, and individual tactics for the Children's Ministry that support the mission and vision of the church.
- Provide visionary leadership and organizational structure.

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- Recruit, train, schedule, equip and supervise volunteers for the ministry.
- Oversee, train, schedule, equip and evaluate staff of the Children's Ministry.
- Propose and administer annual budgets.
- Facilitate open lines of communication between members of team.
- Participation in weekly Staff Meetings, as well as called departmental meetings, and other required staff events.
- Leader in overseeing integration of Living Waters Preschool into Church activities.

Specific ministry duties and responsibilities:

- Reflect SCC Children's Ministries priorities: Evangelism, Discipleship and Service
- Create, develop, implement effective children's ministry programs which include fellowship, worship, biblical teaching, discipleship, and evangelism, as well as ministry and mission opportunities.
- Maintain contact with children and parents, keeping them informed of ongoing activities, ministry strategies, and plans in a way that encourages partnership and involvement.
- Integrate Church vision into curriculum (Orange) implementation Sunday Morning implementation.
- Oversee any creation, building, and set up staging, props, videos and other elements.
- Create and oversee all aspects or assigned portions of special events, including, but not limited to Impact Week, Fall Festival, Baby D etc.
- Resource families with Orange philosophy material, to bring church instruction into their homes.
- Recruit new children from the community not engaged in another Christian Church
- Develop programs that allow children to accept Christ as His/Her Savior
- Provide childcare needs for any central church events (Worship nights, etc)

This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, *additional duties may be assigned.*

Performance and Evaluation Success in the position will be measured according to the performance assessment approved by the Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self-motivation, attitude, and potential for growth.