

CHILDREN'S MINISTRY DIRECTOR
For Anastasia 16 Church
Position Description

Job Description:

This position is a regular part-time ministry staff position working to recruit, train, schedule, and manage volunteers for the children's area of Anastasia 16 Church. The definition of children is birth through 5th grade students. This person shall work under the supervision of the Campus Pastor.

Requirements:

This person must have a growing faith in Christ, a love for children, and a passion to see them grow in Christ. The person must be organized, be able to lead others effectively, and possess good communication skills. They must love children and have a desire to see the children's ministry grow with the help of qualified volunteers and necessary resources.

Duties:

1. Follow *the "Policy for Providing a Safe Environment for Preschoolers, Children and Youth"* according to the ABC Employee's Manual.
2. Develop and oversee the Children's Ministry budgets at Anastasia 16 Church.
3. Recruit persons to serve in Children's Ministry on Sunday mornings at Anastasia 16 Church, and assist in the recruiting for all the areas where children are involved in ministry at Anastasia 16 Church.
4. Select curriculum appropriate for Children's Ministry at Anastasia 16 Church.
5. Facilitate and conduct training for children's ministry volunteers for Anastasia 16 Church.
6. Work with the paid nursery staff towards incorporating the volunteers into the areas where they will serve.
7. Supervise paid nursery workers and volunteers to ensure that nursery policies are being followed.
8. Be present for Sunday morning services and Children's Ministry, as well as Wednesday evening ministries that involve children, unless otherwise agreed upon by Campus Pastor.
9. Work with the VBS leadership team to ensure they are resourced and ready for VBS.
10. Work with Children's Administration Assistant to keep up with back ground screenings of volunteers in the Children's Ministry and develop a procedure for volunteers to find their own substitutes when they will not be able to fulfill their obligations.

Training Opportunities:

1. This individual will be encouraged to attend one major training event per year at the expense of the church according to its policies.
2. This individual will be encouraged to read resources and keep current in their field.