



JOB DESCRIPTION FOR:

CHILDREN'S MINISTRY DIRECTOR

Reports to: Congregational Pastor

Employment Status: 20 Hours (Part-Time); "At-will"

PRINCIPAL FUNCTION: The Children's Ministry Director is a person who wholeheartedly supports the mandate (mission), motives (values), marks (how we define success), and vision of North Hills. The Children's Ministry Director (hereinafter referred to as CMD) will lead the North Hills Children's Ministry (hereinafter referred to as NHCM) as a part of the Strategic Plan for the North Hills congregation. The NHCM includes children within the following age range: Birth through 5th grade.

ADMINISTRATIVE RESPONSIBILITIES:

- Lead the Children's Ministry Leadership Team to plan, implement, and evaluate an effective Children's Ministry.
- Maintain accurate attendance records of children and volunteers for the Children's Ministry utilizing attendance software.
- Submit the Ministry Operational Plan for the Children's Ministry as part of the Congregation budgetary process.
- Establish, implement, and annually evaluate and improve comprehensive written policies and procedures for ensuring the safety and protection of all children attending North Hills Children's Ministry activities.

MINISTRY RESPONSIBILITIES:

- Provide vision and oversight to Sunday School (9:00 a.m.) and Children's Worship (10:30 a.m.).
- Cooperate with Awana Commander in maintaining a singular vision in the NHCM.
- Attend Awana each Wednesday night with the purpose of connecting with parents and children and promoting the Children's Ministry.
- Lead a team to plan, implement and evaluate the Harvest Festival (October), Christmas Musical (December), and Easter Eggstravaganza (March/April).
- Assist Upward Commissioners in planning and promoting Upward Basketball (K-5th grade only).
- Develop, implement, and lead an effective follow-up plan for all NHCM outreach events.
- Lead in the promotion of the NHCM to North Hills (i.e., Church, Elementary School, and Preschool) and the greater Vallejo community.
- Serve as a bridge builder to invite children (and their families) from NH Elementary School and NH Preschool to be involved in the NHCM and church.
- Coordinate with the Congregational Pastor and the Children's Ministry Leadership Team to establish goals and milestones to further the NHCM, in collaboration with Fusion Youth Ministry and other ministries.

VOLUNTEER OVERSIGHT:

- Establish formal criteria and minimum requirements for serving in the NHCM and develop a serving sheet.
- Recruit and train a team of volunteers (Lead Teachers, Assistants, and Substitutes).

PROFESSIONAL DEVELOPMENT:

- CMD will prearrange to visit two additional churches per fiscal year to learn *best practices* for improving the NHCM. When visiting each church, the CMD will (1) attend Sunday morning Children's Worship, and (2) interview the CMD afterward. Following the visit, the CMD will provide a report to the North Hills Congregational Pastor.
- CMD will read at least one book related to children's ministry per fiscal year.
- CMD will attend one ministry related conference per fiscal year.
- CMD will participate in one ministry related online training each fiscal year with NHCM Volunteer Leaders.
- CMD will explore potential networking in the SBC for Children's Ministry leaders.

ESSENTIAL FUNCTIONS:

A qualified individual must be able to perform the following essential functions that are check-marked with or without reasonable accommodation:

Function	Sedentary (minimum)	√	Semi-Sedentary	√	Moderate	√	Maximum Difficulty	√
Lifting	0-10 lbs.		10-20 lbs.	√	20-50 lbs.		50+ lbs.	
Pushing/pulling	0-20 lbs.	√	20-40 lbs.		40-60 lbs.		60+ lbs.	
Sitting	5+ hrs.		3-5 hrs.		1-3 hrs.	√	1 hr. or less	
Standing	1 hr. or less		1-3 hrs.		3-5 hrs.	√	5 hrs. or more	
Crawling- Stooping- Kneeling	1 hr. or less	√	1-3 hrs.		3-5 hrs.		5 hrs. or more	
Vision-viewing (Computer screen, reading, etc.).	5+ hrs.		3-5 hrs.		1-3 hrs.	√	1 hr. or less	
Keyboarding	5+ hrs.		3-5 hrs.		1-3 hrs.	√	1 hr. or less	

MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's Degree preferred but not required in Children's Ministry or related field.
- Minimum of two (2) years leading a Children's Ministry or four (4) years of active involvement in a Children's Ministry.

Job Requirements:

- Have a growing, vibrant relationship with Jesus Christ.
- Be or become a member of North Hills Church.
- Have a deep love for children and desire to see them and their families develop a firm foundation in God's Word as a part of North Hills.
- Have good leadership and organizational skills.
- Training and/or experience in leading a Children's Ministry is essential.
- Be an energetic, spirit-led individual who can lead children through Bible lessons, music, and other means such as media and games.

Schedule:

- The CMD will work with the Congregational Pastor to set a consistent 20 hour per week schedule.
 - On Sunday, the CMD will work from 8:30 a.m. - 12:30 p.m.
 - On Wednesday night, the CMD will work from 5:30 - 8:30 p.m.
 - The remaining 13 hours will be spread out over the rest of the week.