



JOB DESCRIPTION: CHILDREN'S MINISTRY DIRECTOR (Part Time)

PURPOSE:

Heartland Church is seeking a Director of Children's Ministry to join our team. Working with families with children from infants through fifth grade, the Director's goal is to facilitate Christian Biblical learning with fun and exciting programs that help children grow in their faith and discipleship.

RESPONSIBILITIES:

- Provide vision and leadership for children's ministry program
- Work with Children's Ministry workers to provide a biblically sound and vibrant children's program
- Schedule volunteers
- Facilitate the Children's Worker approval process including background checks, applications and interviews.
- Work with other Heartland staff on seasonal family events
- Look for opportunities for growth and expansion for Children's Ministry program
- Attend weekly staff meeting as able
- Work with pastors to research and select teaching curriculum
- Work with Heartland Security Team to ensure safety protocols are followed
- Set up Children's Ministry rooms with appropriate lessons, material, supplies, etc. as needed.

DESIRED QUALITIES / SKILLS:

- Personal relationship with Jesus and a desire toward discipleship
- Agreement with the C&MA Statement of Faith and Position Statements
- A passion for kids
- Good organizational skills
- Good interpersonal skills with children and adults
- Proficient computer skills, including databases
- Team leader and team player

TIME COMMITMENT:

- Approximately 8-10 hours per week, with schedule varying with seasons and events
- (More hours may be available if skills/desires meet other ministry needs)

COMPENSATION:

- To be determined based on skills and experience