

Enola First Church of God- Director of Children's Ministries

JOB DESCRIPTION (Part-time – 20 hours/week)

Basic Function: Be a spiritual leader in the church who is responsible for oversight, direction and leading the growth of the Children's Ministries of the Enola First Church of God for children ages birth through 6th grade.

Focus: To develop a top-notch program that would bring, and retain, children and families

1. Think creatively allowing for new perspectives regarding the Children's Ministry.
2. Work closely with the Navigators (Discipleship) Ministry Team
 - a. Attend monthly Navigators' meetings
 - b. Contribute ideas for the Navigators' meeting agenda
 - c. Evaluate and recommend consistent curriculum for the Navigators' team's approval
 - Through independent investigation as well as reviewing teacher suggestions
 - Includes Nursery, Sunday school and Kids' Worship classes for ages 3 through 6th grade, and Wednesday night Kids' Klub classes for age 3 through 6th grade
 - Consider curriculum that builds and coordinates as the students progress
 - d. Plan and conduct mentoring, teacher-training and teacher-sharing sessions
 - e. Assist in the recruitment of teachers and observers (teacher assistants) for children's ministry
3. Attend Sunday School, a weekly worship service, Wednesday family night (September -May) and be visible at children's programs. Teach as needed especially when a scheduled teacher is unavailable.
4. Oversee the planning of special events involving the children. Possibilities:
 - a. Provide direction and oversight to the VBS Director. Attend planning meetings and attend VBS, helping as needed. Follow up after VBS.
 - b. Children's Christmas program
 - c. Kick-off events for Kids' Klub and Back-to-Church Sunday
 - d. Service projects
 - e. Promotion Sunday
 - f. Easter events
5. Promote children's ministry through print and electronic communications, including articles for the *SonShine News*.
6. Develop and maintain effective strategies for child discipline and for ministry to children with special needs.
7. Make sure that children are informed about salvation, baptism, and participating in church baptisms. Follow up with the pastors and parents after salvation commitments and baptisms.
8. Conduct child protection class and work with the administrative assistant with processing of background checks.
9. Confer with the Lead Pastor and Director of Discipleship as needed.
10. Submit a written annual report for the congregational meeting in December.