



Position Title: Director of Children's Ministry

Position: Full-time 40 hour exempt position. The position will require some evening and weekend work.

Primary Function: The Director of Children's Ministry works with the Christian Formation Ministry and Children's Ministry Committee to guide children to know, love, and serve Christ. They will plan and implement ministry and programs with children (birth through 5th grade) and their families. Though this role focuses on children, the position is deeply collaborative with the Director of Youth Ministry to create a cohesive ministry experience from birth to graduation. The Director of Children's Ministry reports to the Associate Pastor of Christian Formation and Care.

Essential Functions:

- Plan and implement ministries for children such as Sunday School, Vacation Bible School, Nursery, Parents' Night Out/In, and special programs.
- Envision and implement children's worship experiences including, but not limited to, Time with the Younger Church, Worship and Wonder, and Worship and Wiggles in consultation with the Head of Staff and the Worship Leadership Team.
- Coordinate with other staff to plan and support shared programs, such as Wednesday night programs, NaCoMe all-church retreat, and seasonal events.
- Work with the Program Staff Leadership Team and the Christian Formation Ministry to connect with other ministries of the church, continuing to partner with Child and Family Enrichment Center (CAFÉ).
- Communicate regularly with parents concerning opportunities and resources for children and families, including coordination with the Director of Communications as needed.
- Establish learning and experience goals for all ages (birth- 5th grade) and create plans for meeting these goals.
- Support families in nurturing the faith of their children and youth.
- Create and implement a plan for welcoming new families and children in collaboration with the connection team and diaconate.
- Enlist, train, and support teachers and volunteers for children's ministry
- Supervise and schedule nursery ministry workers.
- Work closely with the Director of Youth Ministry to partner on events that serve both children and youth
- Ensure compliance with Idlewild's Child Protection policy
- Other responsibilities as assigned.

Minimum Requirements:

- Love for God and faith in Jesus Christ
- Love for children
- Ability to lovingly manage a classroom
- Follow through on administrative work without supervision
- Self-starter and use independent judgment
- Must be able to engage in public speaking in both classroom and worship settings
- Maintain confidentiality
- Function as part of a ministry team with a wide variety of people
- Manage multiple tasks, some of which arise unexpectedly
- Excellent time management skills and ability to multitask and prioritize work
- College degree required. Theological training preferred. Open to continuing education
- Writing and editing ability, possess proficiency in grammar, usage, and style
- Must be able to communicate clearly both verbally and in writing with members, staff, and the public
- Requires the ability to operate general office equipment such as a personal computer and telephone
- Heart for children and youth with the ability to lovingly manage a classroom.
- Requires some lifting and carrying objects, such as office supplies, weighing up to 15lbs

Additional Information

- To apply, please send your cover letter, resume and three references to calledtoserve@idlewildchurch.org
- All employees must pass a criminal background check.
- Compensation Range: \$50,000 - \$60,000 plus a very generous Benefits Package (Medical, Dental, Vision, Paid Time Off and more.)
- Relocation assistance available