

# ***Children Ministries Director***

Reports To: Lead Pastor

Date Approved: July 19, 2023

## **Principle Function**

The Children Ministries Director is responsible for leading, resourcing, and evaluating a comprehensive Children's ministry serving children (birth – 5<sup>th</sup> Grade) and their parents.

## **Specific Areas of Responsibilities**

- Oversee Wildwood Children's Ministries including Sunday morning programs, Wednesday evening programs, Vacation Bible eXperience, and any ministries that may be developed for children.
- Partner with parents to provide helpful parenting resources and encouragement to embrace family discipleship as the primary means of evangelizing and discipling our children.
- Lead the Children's Ministries Team in volunteer recruitment and training. Plan and conduct leadership training for new volunteers and refresher training for experienced volunteers.
- Oversee use of equipment, supplies, and facilities by Children's Ministries.
- Help Children's Ministries volunteers develop meaningful relationships with children and their parents.
- Solicit feedback from elders, parents, volunteers, and children to assess the Children's Ministries' effectiveness. Adapt as necessary and appropriate.
- Maintain a healthy team environment among volunteers, parents, and fellow staff. Work to resolve philosophical, procedural, and scheduling conflicts related to Children's Ministries.
- Work with Youth Ministry Director to coordinate transition from Children's Ministries to Youth Group.
- Oversee the implementation of the Wildwood Child Protection policy.
- Perform other duties and assignments as requested by the Lead Pastor, or Board of Elders.

- Other general responsibilities:
  - a. Cooperate with the Lead Pastor, Executive Pastor, Board of Elders, and other staff members in promoting the entire ministry plan of Wildwood Church.
  - b. Understand, affirm, and promote the vision, mission, and core values of Wildwood Church inside and outside your ministry domain.
  - c. Utilize the services of the secretarial and facilities staff in ways that are consistent with their job descriptions.
  - d. Supply articles on a periodic basis for use in Wildwood Church publications and website relating to your area of ministry.
  - e. Give full support to the General Budget of Wildwood Church and avoid soliciting or expending funds not previously authorized.
  - f. Serve as an effective staff liaison to assigned Ministry Teams and/or Standing Committees.

Basic personal responsibilities:

- a. Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer, and meditation.
- b. Develop personal evangelism opportunities within and outside the church.
- c. Strive to live the life of a humble servant, submitting to those placed in authority over you.

**Qualifications**

1. Faithful, sincere, and maturing relationship with Christ; baptized in believer's baptism and willing to become a member of Wildwood Church.
2. Teachable spirit, compatible with Lead Pastor in temperament and philosophy of ministry.
3. Dependable, loyal, and emotionally stable.
4. Willingly affirms, and abides by, the Wildwood Constitution.
5. Will regularly attend Wildwood Church worship services.