

# Central West End Church

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## Ministry Description

**Ministry Title:** Director of Children's Ministry

**Reports to:** Pastor

**Purpose:** The Children's Ministry Director is responsible for the oversight, development, growth, and safety of Central West End Church's children's ministry as an extension of the church's vision and mission. This ministry role currently oversees care from infancy through 8th grade.

**Background:** The children's ministry at Central West End Church is a small yet growing ministry. Over the past year, we have seen attendance increases and have introduced a program for our middle schoolers. With the possibility of the church moving to another building, the children's ministry will have additional space to grow in, such as further dividing the classes and being able to create programs during the week (such as summer Bible school or community outreach).

The current ministry consists of approximately 25 kids, spanning from infancy through 8th grade, with attendance averaging to be 4-8 kids per each ministry (nursery, elementary, and middle school). We currently have a volunteer team of approximately 20 individuals, though recruitment is ongoing. The ministry exists in a rented space so set-up and tear down for these ministries is part of the function of the staff and volunteers.

### **Essential Ministry Responsibilities:**

- Build relationships that foster recruitment of volunteers to serve alongside the Ministry Director.
- Provide ongoing training to volunteers to facilitate healthy classroom management and cohesive ministry vision.
- Connect with and provide resources to parents to help them with the spiritual discipleship of their children.
- Provide a loving and safe space for the spiritual education and nurturing of the children at Central West End Church.
- Regularly review curriculum and develop modifications or research theologically sound curriculum as needed.
- Oversee the scheduling and participation of children's ministry volunteers.
- Ensure the safety of all participants by providing interviews and maintaining annual background checks and safety training.
- Build and maintain strong ministry connections with other staff, elders, and volunteers to promote a team mentality among all those serving Christ at CWE Church.
- Find ways to partner with internal and external ministries in relation to the Children's Ministry.
- Order and manage material resources for the Children's Ministry.
- Engage in event planning and outreach in order to build program visibility, community connection, and ministry growth.

*These responsibilities are meant to provide guidance and are not intended to be exhaustive. There may be other responsibilities pertaining to this ongoing ministry that are not listed above.*

**Requirements and Qualifications:**

- Someone who is concerned about the health, safety, and spiritual life of children in all segments of development.
- A spiritually and emotionally healthy individual who seeks to live out the fruit of the Spirit.
- Someone who is familiar with sexual abuse prevention in church ministry specifically.
- Someone who is creative, flexible, and enthusiastic to support the momentum of current ministry as well as continuously evaluate to determine areas of weakness or continued development.
- Someone able to commit to the vision, mission, and statement of faith of Central West End Church. (Please visit [www.centralwestendchurch.com](http://www.centralwestendchurch.com) and our “vision” and “beliefs” pages.)
- A team-oriented individual who values and makes room for the ideas and giftings of others in the implementation and operation of the Children’s Ministry.
- 2+ years experience in planning, organizing, and leading children’s (or comparable) ministry.
- Undergraduate degree in related field (e.g. early childhood education or similar) appreciated but not mandatory.

**Hours:** Approximately 15-20 hours/week, contingent on the particular season of ministry (e.g. summer, Christmas, Easter, etc) and the life-stage of the church.

**Compensation:** Based on applicant’s experience and comparable packages for similar positions.

*Interested applicants should send a résumé to CWE Church pastor, Eric Stiller, at [eric@centralwestendchurch.com](mailto:eric@centralwestendchurch.com)*