

# Ventura Missionary Church

## Children's Ministry Director

### Job Description

**Job Title:** Children's Ministry Director / Pastor

**Reports To:** Family Life Pastor

**Classification:** Full-Time Position (40 hours)

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### Job Description

The purpose of the Children's Ministry Director is to:

1. Create age-appropriate spaces and resources for children and families, specific to children ages birth through 5<sup>th</sup> grade, to take steps towards a growing relationship with Jesus
2. Create a welcoming "front-door" experience for families and children at weekend services and special events
3. Lead both the volunteer teams and paid staff in providing an exciting, energetic, safe, Christ-focused KidZone environment for children.
4. Be a family advocate and contributing member of the VMC Family Life Team as well as the VMC Staff

### Primary Responsibilities

This is a working list and may be adjusted at any time by the supervisor

- **The primary responsibility of this position is to** create age-appropriate spaces and resources for children and families, specific to children ages birth through 5<sup>th</sup> grade, to take steps towards a growing relationship with Jesus.
- Create parent resourcing events and opportunities along with the Family Life Team
- Provide directional leadership for Sunday morning volunteer teams
- Develop volunteer teams to assist with administrative responsibilities
- Imagine, develop, and execute exciting special children's and family events such as Vacation Bible School
- Provide care, training, and development opportunities for volunteers
- Oversee volunteer communication strategy
- Oversee parent communication strategy
- Strategically create or adapt curriculum along w/ VMC communication standards
- Attend weekly meetings as assigned
- Regularly participate in Sunday morning worship services

### Relationships

This position will report directly to the **Family Life Pastor**, work alongside other staff and ministry directors, and will directly supervise the following:

- Part-Time Children's Ministry Coordinator
- Children's Ministry Coordinators
- KidZone volunteers
- Parent volunteers

## Qualifications and Gifts

The successful candidate will need to agree with Ventura Missionary Church's Statement of Faith and agree to employment subject to and conditioned upon a lifestyle consistent with that Statement of Faith. This position must have a philosophy of ministry that is aligned with Scripture, with our Statement of Faith, and with our Core Values and Vision. Gifts that are consistent with this role are: Leadership, Organization, Exhortation, and Encouragement.

## Knowledge, Skills and Abilities:

- Love for God and His church
- Possess a deep, abiding relationship with God
- Possess an Associate's Degree or higher
- Exceptional leadership skills
- 2+ years of experience in ministry leadership
- Excellent verbal and written communication skills
- Ability to lead and organize adults and students into functional ministry teams
- Compassionate and caring
- Problem-solving and conflict resolution techniques
- Operate in a team environment, often working cross-functionally with other teams
- Biblical qualifications for ministry leadership

## Selection Process

The Family Life Pastor will supervise the selection process for this position, in collaboration with the Executive pastor, Lead Pastor, and HR Department, with input from position incumbent.

## Compensation

The compensation for this position will be determined based on established salary ranges for full-time hourly staff, taking into consideration experience and education.

## Hours

40 hours per week, Monday and Wednesday, Tuesday *or* Thursday, Sunday, plus occasional special events on weekend and evenings

## Appraisal and Review

This position will receive a 90-day review and an annual review from the Children's Ministry Director. The reviews will be in a written form, using a review document approved by the HR Department. Each review will (1) set objectives and goals for coming year, and (2) review performance and ministry objectives from previous year.