

**Children's Ministry Director**  
**Job Description**  
**Lakeside Presbyterian Church**

**I. Lead a dynamic ministry for children at Lakeside.**

- A. This program should align with Lakeside's core vision to be:
  - 1. A Gospel Driven,
  - 2. Missions Centered,
  - 3. Family of Believers.
- B. Children will participate in this program by:
  - 1. Worshiping God
  - 2. Connecting with others
  - 3. Serving in Christ's mission in the world
- C. This ministry shall be centered in the teachings of scripture
  - 1. As expressed in the reformed tradition.

**II. Be a team player**

- A. Nothing is more important than ethos and culture.
- B. Team members must:
  - 1. Know the gospel and confess Jesus as Lord.
  - 2. Work well with others.
  - 3. Understand biblical conflict resolution.
  - 4. Be a self-starter.
  - 5. Be passionate about Christ's church at Lakeside.
  - 6. Be willing to cross over and help in other ministries.

**III. This position will report directly to the Director of Youth & Family.**

- A. All staff is under the leadership of the Senior Pastor and the Elders.

**IV. Bring biblical vision and leadership in the following areas:**

- A. Sunday Morning Children's Education
  - 1. Sunday school at 10pm
  - 2. 4 classes (plus nursery)
    - a) 2's & 3's
    - b) 4's & 5's
    - c) 1st & 2nd Grade
    - d) 3rd & 4th Grade
  - 3. Children's church occurs twice on Sundays
    - a) Once during each service: 8:30am & 11:00am
- B. Wednesday Night Programing (During the school year)
  - 1. See age range for the class breakdowns above.
- C. Parents Night Out Program (Birth-4th Grade)
  - 1. Themed nights for kids.
  - 2. Games and activities.
  - 3. 5:30-10:00pm one Friday a month.
- D. Run an annual Vacation Bible School
- E. Partner to facilitate other annual events at Lakeside
  - 1. Fall Fest
  - 2. Spring Fling
  - 3. Bethlehem Breakfast
- F. Serve as a catalyst for new ideas and vision.
- G. Develop and run a summer program for kids and families.

**V. Be an incredible communicator.**

- A. Make sure all media sources are utilized
  - 1. Website up to date weekly
  - 2. Email parents weekly schedules early in the week.
  - 3. Text parents reminders and changes on the day of events.
  - 4. Use social media to keep the church and community informed.
- B. Create and distribute an event brochure or flyer every quarter.
  - 1. Distribute this flyer or brochure 2-3 weeks before the programs begin
  - 2. Put a PDF version of this brochure or flyer on the website.
- C. Keep your web page updated weekly.

**VI. Manage your time well.**

- A. This job will be either a 30 or 40 hour a week job.
- B. It will require organization, planning, and execution.
- C. Weekly lessons and activities must be planned for
  - 1. Sunday school
  - 2. Children's church
  - 3. Wednesday night activities
- D. Keep an organized calendar.
- E. Delegation and recruitment will be paramount.

**VII. Oversee all other staff and programing related to Children's Ministry at Lakeside.**

- A. Coordinate and support the Children's Choir.
  - 1. There is currently a long term leader in this area.
  - 2. Encourage participation and lend support.
- B. Oversee the nursery and childcare needs of the church.
  - 1. Maintain and develop nursery policies in coordination with the Children's Committee.
  - 2. Arrange childcare workers as needed to coordinate with adult programing.
    - a) Coordinate childcare workers for Sunday Mornings and Wednesday nights.
    - b) Coordinate childcare workers for adult small groups.
    - c) Coordinate childcare workers for any other event requested by a pastor.
    - d) If childcare occurs during meal hours, coordinate food for children.