

TITLE: Director of Children's Ministries (DCM) (full-time, 40 hours per week)

PURPOSE: The Director of Children's Ministries helps adults and children to follow Jesus together. The DCM designs and implements programming for children from birth through fifth grade. The DCM recruits and develops volunteers to staff children's programming. The DCM partners with parents and families to provide resources and support. At baptism, the congregation pledges its prayers and support to its children; the DCM helps Blacknall fulfill this vow.

SUPERVISION: The supervisor for the Director of Children's Ministries will be the Head of Staff or one of the Associate Pastors. Currently, the DCM is supervised by the Associate Pastor for Discipleship and Community Engagement.

RELATIONSHIPS: The Director of Elementary Children's Ministries is hired by the Session and is accountable to that body through the supervision of the pastor. The DCM will collaborate with the Children's Ministries Coordinator (CMC) and work closely with other members of the church staff and the Elder assigned to Children's Ministries.

RESPONSIBILITIES:

I. Leadership and Vision: Integrating Children into Community Life

- Advocate for the good of children as the church sets its overall direction, priorities, and programming
- Design comprehensive vision and sequence for Christian development and growth for children from birth through fifth grade, in consultation with Youth Ministries staff and pastoral staff (as designated)
- Evaluate Children's Ministries programming and seek improvements where necessary
- Integrate opportunities for children's formation with other church activities. When the congregation gathers (e.g., Sunday morning, Sunday night, Wednesday night), provide opportunities for children's growth and development through age-appropriate programming
- In partnership with the pastoral staff, support children and their families in understanding and participating in important aspects of life together, including the sacraments of baptism and communion
- Generate congregation-wide interest and support by regularly communicating the vision for Children's Ministries as part of the church's overall communication plan
- Launch new initiatives that support the vision as time and resources allow

II. Curriculum Assessment and Development: The Content of Our Teaching

- Evaluate, select, and adapt curriculums for all children's programming, including Sunday mornings, evening, and summer programs
- Write curriculums for our ministries where appropriate
- Determine the curriculum schedule for all ministries
- Teach or lead programming, as necessary

III. Parent and Family Support: Strengthening the Home-Church Partnership

- Welcome new children and families, by answering questions and communicating Blacknall's vision for Children's Ministries. Facilitate communication between home, children, and volunteers as needed to ensure children of all backgrounds and abilities can participate in programming to the fullest extent possible
- Communicate with parents about programming, as needed
- Resource parents with materials to assist in faith formation, such as Bibles, Christian music, local service projects, and parenting books

IV. Volunteer Recruitment and Development: Investing in People

- Work with the pastoral staff and Communications Director to develop a recruitment plan and recruit an adequate number of volunteers for all children's programming
- Training: Equip approved volunteers to minister effectively in their roles
 - Orient new volunteers to their role through training addressing curriculum use, discipline and emergency policies, securing substitutes, etc.
 - Follow up with new volunteers through observation, evaluation, and feedback
 - Offer group training opportunities that will further equip volunteers for ministry
 - Facilitate team building and vision casting among ministry teams by offering annual training/celebration/skill-building events
- Supervision: Ensure all programs for children are staffed by competent, caring volunteers
 - Meet with individual volunteers as needed to problem solve
 - Pray regularly for volunteers and provide pastoral support as needed

V. Administration and Church Staff Responsibilities: Participating on a Team

- Be present and participate in corporate worship on Sunday morning and at other times
- Participate in student ministry team meetings, consisting of all Children's Ministries and Youth Ministries staff, at least 3 times per year. Work with pastors and Director of



Youth Ministries to develop a calendar, assess curriculum, and create a coherent ministry for children and youth, ages 0-18

- Attend weekly staff meetings
- Review, evaluate, and communicate policies, such as discipline and emergency procedures, etc.
- Set and manage the budget for Children's Ministries
- Participate in other assigned tasks as a staff member

SALARY RANGE:

- Competitive salary depending on experience and education: \$55,000 – \$65,000

JOB REQUIREMENTS:

- Committed and mature follower of Jesus Christ
- Member of Blacknall or another congregation and/or is willing to become a member of Blacknall
- Bachelor's Degree in Christian Education or equivalent degree
- Experience (volunteer or professional) working in Children's Ministries (3 years minimum)
- Well-developed teaching abilities
- Deep love and appreciation for children and their families, along with an awareness of the particular issues they face
- Strong interpersonal skills to build rapport with children, parents, volunteers, and prospective volunteers in the congregation
- Ability to recruit and retain volunteers
- The ability to develop a ministry vision and work with a team on the implementation of that vision
- Creative approach to Biblical-based curriculum/program development
- Ability to assess curriculum and adapt it to Blacknall (theologically and practically)
- Administrative proficiency including managing a budget
- Self-motivated individual who can also function effectively on a team

HOW TO APPLY: Send a cover letter, résumé, and statement of faith to employment@blacknall.org and please include "DCM Position" in the subject line.