



POSITION DESCRIPTION

POSITION:	Children's Ministry Director		
REPORTS TO:	Lead Pastor		
DATE:	July 6, 2021	REVISED:	
PREPARED BY:	Lead Pastor / CV Board of Elders	REVIEWED BY:	

PURPOSE:

The Children's Ministry Director shall provide overall leadership and oversight to the children aged birth to grade 6 ministries to achieve the Vision and Mission of Crossview Church.

QUALIFICATIONS:

- Born again Christian and meet the 1 Timothy 3:1-7 and Titus 1:5-9 qualifications for church leaders.
- Agree with the Statement of Faith as set out in the Crossview Church Constitution.
- Member of Crossview Church.
- Training and experience in leadership and teaching in children's ministry programs.
- Previous experience with the implementation and adherence to programs and processes designed for the protection of children/vulnerable persons.
- Bible College training is considered an asset.
- Demonstrated ability to build and participate on effective teams.
- Excellent interpersonal skills and ability to communicate clearly, concisely and in a loving biblical manner both verbally and in written form.
- Strong organizational and time management skills.
- Computer skills and proficiency with social media.
- Clear Criminal Record Check (including Vulnerable Sector Check) and Child and Adult Abuse Registry Checks.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

The Children's Ministry Director works collaboratively with the Next Gen Pastor, senior staff members and volunteers. As senior ministry leader for children aged birth to grade 6, this position requires a leader with a clear passion for the care, protection and spiritual health of our children ensuring appropriate care, programs and learning opportunities are in place.

The Children's Ministry Director shall provide general leadership, oversight and focus to the following:

1. **Prayer**
The Children's Ministry Director shall be responsible to encourage a culture of prayer; beginning in their own personal life and spreading through the staff and volunteer group(s) they lead.
2. **Vision & Strategy**
In collaboration with the Next Gen Pastor and other senior children's ministry staff, the Children's Ministry Director shall develop long-term goals and strategies for the Crossview ministries targeting birth to grade 6 aged children. These objectives shall be updated annually and must be aligned with the Crossview Vision and Mission.
3. **Leadership**
The Children's Ministry Director shall provide day-to-day leadership of the Crossview Church programs from birth to grade 6 age children while recognizing the parents as vital partners in the ministry. The Children's Ministry Director shall communicate effectively with the Next Gen Pastor, other Crossview staff and with parents / guardians and volunteers as appropriate. The Children's Ministry Director is expected to be present to oversee the children's ministry program for each weekend service and for any additional children's ministry events or camps.
4. **Leadership Development**
The Children's Ministry Director shall recruit, train, motivate and develop leaders, staff and volunteers and mentor them using intentional strategies to promote leadership development and spiritual growth and maturity.
5. **Personal Development**
The Children's Ministry Director shall take the initiative to continue to personally develop as a follower of Jesus and professionally as a leader of the people.
6. **Safety**
The Children's Ministry Director is accountable for the safety of all children placed in the care of the children's ministries. The Children's Ministry Director shall remain current and have in-depth knowledge of, and adherence to Plan to Protect processes, policies and procedures. The Children's Ministry Director shall ensure the physical environment is safe, clean and inviting.
7. **Teaching / Spiritual Care**
The Children's Ministry Director shall ensure regularly scheduled times of teaching and gathering take place. The Children's Ministry Director is responsible to oversee the development of an age-appropriate curriculum that systematically and creatively teaches Crossview's children the key stories of the Bible, the gospel message, and the love of God. The Children's Ministry Director is also responsible to promote a culture of joy, fun, love and respect in all children's ministry areas.

8. Child Care Programs

The Children's Ministry Director shall ensure child-care programs are available for whole-church events as appropriate. This includes but is not limited to the care and safety of children from birth to pre-school aged children.

9. Outreach / Events

The Children's Ministry Director shall plan, organize and oversee special events and activities for children that would reach out to other children, families and parents / guardians.

10. Support Services

In specific circumstances where Crossview Church is not positioned to provide the care or services required for birth to grade 6 aged children, the Children's Ministry Director shall encourage engagement with external professional resources.

11. Budget

In collaboration with the Next Gen Pastor and other senior Crossview staff, the Children's Ministry Director shall develop an annual budget and manage within the approved budget to wisely utilize church resources and maximize ministry opportunities.

12. Other

The Children's Ministry Director may be delegated other responsibilities by the Next Gen Pastor.

PERFORMANCE MEASUREMENTS:

The performance of the Children's Ministry Director shall be measured against the above identified essential functions and responsibilities and annually defined goals.