



## **DIRECTOR OF CHILDREN'S MINISTRY**

### *Job Description*

Full-time, exempt, 40 hours/week. Reports to the Pastor of Discipleship for ministry strategy.

The Director of Children's Ministry is responsible for developing a comprehensive ministry to children from birth through 5th grade.

### **RESPONSIBILITIES**

1. Plan, organize, promote, and evaluate a comprehensive discipleship program for Children's Ministry (birth - 5th grade), which currently includes the Early Childhood and Elementary divisions of Providence Kids, BLAST!, Vacation Bible School, and special events.
2. Partner with Family and Student Ministries to help develop a comprehensive discipleship model from birth to high school.
3. Provide leadership and oversight for Children's Discipleship staff and volunteer team.
4. Lead in the discovery, recruiting, and training of individuals capable of serving as leaders in the Early Childhood and Elementary ministries.
5. Coordinate our effort in providing excellent care for volunteers in Children's Ministry.
6. Plan and submit an annual calendar for the Children's Ministry and ensure that all ministry events are coordinated through the church calendar.
7. Create the annual budget for the Children's Ministry to be submitted to PMA pastors.
8. Coordinate the purchase of ministry related equipment, supplies, and materials.
9. Coordinate inreach and outreach ministry through the Children's Leadership Teams.
10. Assist in the selection, adoption, and implementation of teaching curriculum.
11. Develop strategies to communicate the goals and ministries of Children's Discipleship Ministry and to assimilate church members into appropriate areas.
12. Perform other duties as assigned.

### **APPLY**

Email resumes to Karen Dorman at [karen.dorman@pray.org](mailto:karen.dorman@pray.org).