



## Children's Director Job Description

### Role:

The role of this full time staff position is to manage and support the Children's Ministries (Infant to Grade 5) at each of the Campuses. They are the liaison between the Campus Experience Team (staff Experience Manager, if applicable, and volunteer Experience Leaders) and the Central Support Teams. They ensure that the curriculum, programs, and training materials developed by the Central Support Teams are implemented with excellence by the Campus Experience Teams. Although the Campus Children's Directors do not directly report to the Executive Director of Children's Ministries, they will act as a consultant and mentor. They must embrace the vision and direction set by the Central Support Teams, and then help communicate that vision to each Campus. This person must provide excellent leadership, clear communication, excellent problem solving skills, and the ability to manage (staff members when applicable, and volunteers) with grace. They must passionately live out the children's ministry's purpose of...

***Joining parents on The Great Adventure of raising up children who are Livin' It!***

### Requirements: (prerequisites)

#### A. Personal Life

- Authentically committed Christian with a consistent and fruitful devotional life
- Contagious love for God
- Life and Conduct worthy of Emulation
- Lives out the Message of The Chapel (*If we live like God is real, He will transform our lives*)

#### B. Church Commitment

- Experience Weekend Adult Services (we understand that it may be necessary to serve in the children's area during some weekends and therefore experience the service on CD or DVD)
- Part of a Group Life small group
- Theological harmony with The Chapel
- Godly loyalty to and harmonious relationships with the church leadership
- Alignment with and support of *Chapel Staff Expectations* (see The Chapel employment application)

#### C. Leadership Ability

- Able to lead, coach, and encourage Children's Ministry Experience Teams.
- Able to lead, direct, and encourage Adult and Teen volunteers
- Able to communicate positively with parents
- Able to creatively and prayerfully solve personal conflicts.
- Ability to motivate others by casting a clear and compelling vision.

## **Responsibilities:**

### **A. Meetings**

- Attend Chapel Staff Meetings and Campus Team Meetings
- Attend Chapel Core Gatherings
- Participate in TGA Leadership Team Meetings
- Participate in Coaching Meetings with Campus Pastor.
- Participate in 1:1 Meetings with Executive Director of Children's Ministry
- Lead Weekly Coaching Meetings with Experience Manager, if applicable
- Lead regular 1:1 Meetings with Classroom Experience Leaders
- Lead TGA Training for Classroom Volunteers

### **B. General Office**

This position involves regular communication with staff and volunteers. Proficiency in general office skills and computer software are required: Word, Excel, Outlook (email). Specific software training will be provided for Chapel Database use.

- Correspondence – phone, email, letters, ministry newsletters/updates
- Expense Management – documentation, copying & submittal of expenses
- Reporting – staffing levels, experience team evaluation, victories and obstacles, etc.

### **C. Management**

The Children's Director is responsible for managing the campus Children's Ministry team (staff, if applicable, and volunteers) toward the fulfillment of the vision of The Chapel's Children's Ministry. The Director prepares the routine Children's Ministry reporting for their campus. The Children's Director is responsible for ensuring that the overall TGA Experience is a positive one for our guests (parents, children, visitors, and volunteers).

- Communication – act as liaison between the Campus Pastor and the TGA team on Campus matters; act as liaison between Executive Director of Children's Ministry and your TGA team on Children's Ministry matters.
- Strategic Planning – provide accountability by assuring goals and objectives are met.
- Mentoring – build into staff and volunteers through a genuine caring friendship.
- Recruiting support – work with Executive Director of Children's Ministry and Campus Pastor to provide creative solutions for ongoing recruiting needs of the campus.
- Data Management – ensure data updates are managed effectively in Chapel database
- Budgetary – monitor ministry budgets.
- Feedback – review & resolve issues for continued improvement.

### **D. Team Building**

This position involves team building. You will be managing a large team of empowered volunteers by equipping the Experience Leader of these teams with the tools they need to ensure excellence in the overall experience of TGA. Ongoing recruitment of quality volunteers to ensure your teams are staffed for an excellent experience is critical. Training volunteers to ensure the vision, procedures, and safety requirements for TGA are followed is critical. Hands-on, ministry-specific training and ongoing updates are provided as part of your ministry. This position involves personal availability to establish the relational connections that helps your team feels like they are part of a family. Assuring that supplies are available and organized contribute to a successful experience for all involved. The materials needed for delivering the curriculum are the responsibility of the Central Development Team and will be provided along with accompanying curriculum aids (crafts, take-homes, small group items, etc.). Materials for Registration, Volunteer Central are developed, produced and distributed to campuses for

implementation by campus teams. Communication materials for events and programs are often developed by collaborative effort as directed by the TGA Central support team.

Classroom Management Related Responsibilities:

- Purchasing classroom supplies
- Organization & Maintenance of classroom resources
- Implementation and oversight of Chapel and Children's Ministry curriculum, process and procedures.
- Facility requests (maintenance & modification)

Ministry Team Related Responsibilities:

- Candidate Screening – phone interviews & application review
- Routine Scheduling – multi-team/multi-service & related correspondence (mail, email, web)
- Special Scheduling – campaign based & related follow-ups
- Weekly communication updates – email, newsletter, web
- Database management – routine updating of adds/deletes from ministry
- Modeling – set the tone for positive, fun & authentic serving environment
- Training – implement training provided
- Issue/Problem Management
- Encouragement/Appreciation
- Purchasing ministry supplies
- Organization & Maintenance of ministry team resources
- Facility requests (maintenance & modification)

E. Weekend Services

This position will assure excellence in our ability to deliver a positive experience to guests (parents, children, visitors, and volunteers) of TGA. The Children's Director oversees and manages the weekend service to best accomplish the goal of a successful experience for everyone involved. The successful launch of each weekend service relies on the Children's Director to be available to assist with: resource problems (moving volunteers to assure quotas are met), parent/child/volunteer matters, safety & security issues, and facility problems. When Campus Experience Managers are a staff component, they are focused on these responsibilities for their respective classrooms or ministry areas. Attending the weekend services to gauge performance, facilitate training, provide encouragement, and resolve problems for ministry teams is expected. By relying on the gifts, talents and competency of Experience Leaders in your ministry it is also anticipated that you will not be required to be present at every weekend service and that you will be able to attend the adult services. Being available at the launch and close of each service, as often as possible is important and a staff presence at each service is expected. Closeout procedures for the weekend services involve providing feedback on the experience so that we can continually improve our ministry.

- PREPARATION
  1. Assure TGA is prepared for weekend services
- OVERSIGHT
  1. Volunteer Resourcing – assure quotas are met & adjust accordingly
  2. Safety & Security
  3. Facility monitoring & prompt handling
  4. Fellowship – greet parents, children & volunteers
  5. Problem resolution
- CLOSEOUT

1. Review of Experience Evaluation Reports
2. Review of Attendance Reports
3. Follow-up with your TGA Staff - Experience Managers (if applicable)
4. Follow-up with your TGA Volunteers - Experience Leaders
5. Follow-up to incidents/problems

#### F. Events / Special Projects

TGA events and special projects require administration and effective project management to ensure success. The Children's Director is responsible for developing the necessary project plans for campus ministry events and special projects and managing those plans to completion. This position includes participation in a variety of events and special projects related to TGA. Involvement varies with each event. Sometimes this requires extra hours during the week, but we allow you to take additional time off to make up for this added effort.

- Christmas Eve & Good Friday
- Ministry Fairs for Recruiting
- TGA Outreach Events
- TGA Training Events
- TGA or Family Fun Events
- Volunteer Appreciation Events
- Ministry Fellowship Events
- Ministry Training
- Holiday Decorating
- Room Improvements

#### **Report:**

The Children's Director reports to the Campus Pastor.

#### **Review:**

There are annual reviews with the Campus Pastor as well as regular one-on-one meetings for the purpose of offering guidance, coaching, and encouragement.