

## **SUNSET CHURCH POSITION DESCRIPTION**

**POSITION TITLE:** Director of Children & Families

**INCUMBENT:**

**REPORTS TO:**

**DATE REVISED:** 11/23/21

**FLSA:** Full-time, exempt

### **PHILOSOPHY**

Sunset Church is a community of people, connected to each other and committed to making disciples of all the nations – who are becoming transformed into the likeness of Christ. The Director of Children & Families must be committed to Jesus Christ and the work Christ is doing at Sunset Church and be in agreement with our mission and values. The person in this position is expected to have spiritual integrity as well as loyalty and commitment to the staff and congregation of Sunset Church.

### **POSITION SUMMARY**

The Director of Children & Families supports the greater vision of the church by leading ministry aimed at children (infants through 5<sup>th</sup> grade) and specifically directing elementary-aged children. The position is primarily responsible for the recruitment, training, and development of Children's Ministry volunteers/supporting teams, with direct responsibility for the development of weekly programming for kindergarten through 5<sup>th</sup> grade. The position is responsible for supporting and championing parents and guardians in their role as spiritual leaders of their families. He/she will also serve as the lead of the Children's Ministry Team, providing vision and a common philosophical approach to the spiritual development of both children and volunteers throughout the entire ministry.

### **POSITION RESPONSIBILITIES**

#### ***Leadership***

- Develops and clearly articulates the vision of Children's Ministry to all ministry staff and volunteers.
- Collaborates with the Associate Pastor and the Senior Pastor to ensure the integration of the vision of Children's Ministry with that of the church at large.
- Provides strategic—visionary leadership and collaborates as a member of the Ministry Team.
- Regularly interacts with the Director of Youth Ministries in order to create a comprehensive approach to the spiritual development of children and youth at Sunset.
- Regularly utilizes local and/or national networking and resources to keep abreast of current trends and best practices for children's ministry and communicates those to ministry staff and volunteer leadership.
- Oversees the implementation of Sunset's vision as it relates to Children's Ministry.

- Oversees and provides regular communication to ministry staff, church congregants, volunteers, and parents/guardians regarding Children's Ministry.

### ***Volunteer Development***

- Responsible for the recruitment, training, managing, and development of all volunteers in Children's Ministry and supporting teams (Welcome Desk, Security, Worship/Tech).
- Leads the implementation of all Children's Ministry programs primarily through the equipping of volunteer leaders.
- Oversees the volunteer staffing of adequate and appropriate check-in, security, and emergency management procedures in accordance with the policies of Sunset.
- Provides regular encouragement, coaching, and feedback to volunteers.
- Understands and promotes Sunset's vision of volunteerism as a step in a person's spiritual formation rather than only filling needs.

### ***Team Oversight/Supervision***

- Leads the Children's Ministry Team in regular meetings and team collaboration.
- Participates in the recruitment and hiring of Children's Ministry Team staff.
- Provides encouragement, coaching, and regular feedback to staff on their performance.
- Conducts regular performance reviews, provides recognition for good performance, and initiates corrective action for deficient performance when needed.
- Responsible for managing budget expenditures for all Children's Ministry staffing, programming, events, and ministry specific funds.

### ***Elementary Children's Programming***

- Oversees the development of an overall environment that engages children in an exciting and interactive program that creates a "wow" factor. This "wow" factor must serve to draw children into a deeper relationship with Jesus and not be aimed at simply entertainment driven programming.
- Leads the development of large group programming (K-5<sup>th</sup> grade) that engages children in an age appropriate and exciting environment that fosters their spiritual formation.
- Leads the development of small group programming that promotes both the education of age appropriate spiritual truth and the creation of meaningful relationship between volunteers and children.
- Responsible for the selection and purchasing of curriculum materials that integrate with the overall vision of Sunset and with the spiritual development goals of the Children's Ministry Team.

## **Parent Support**

- Develops an approach to training and equipping parents/guardians in their role as spiritual leaders of their family, recognizing that most spiritual formation occurs in the home instead of at church.
- Develops ongoing relationships, to the extent possible, with parents/guardians of children in the ministry.
- Provides direction, resources and pastoring for children and/or parents/guardians regarding spiritual development (i.e. faith decisions for Christ, Baptism, Bible study, etc.)

## **Strategic Events/Collaboration**

- Plans and implements, with the collaboration of the Children's Ministry Team, special events aimed at connecting children and families to the church at least quarterly.
- Oversees and directs the implementation of an annual Kids Camp (vacation bible school); coordinating with ministries within the church that would be directly impacted/affected by the event.
- Contributes to the vision of the church by collaborating on other teams as requested.

## **SCOPE OF POSITION**

Job responsibilities are carried out in a work environment that consists of both new and recurring work situations. The position involves a degree of complexity in that it regularly interacts with children and parents/guardians, as well as in a leadership role with both volunteers and paid staff. While the Director of Children & Families must be able to operate as both an administrative team leader and a team player, a high degree of independence is also required in performance and decision making.

## **SUPERVISION EXERCISED**

The Director of Children & Families supervises paid staff positions, including Children's Ministry Program Staff positions and leads the Children's Ministry Team.

The Director of Children & Families also oversees the recruitment, training, and work of as many as 100+ volunteer teachers, small group leaders, worship leaders, security team, welcome/check in team, and tech team.

## **WORK CONTACTS**

The Director of Children & Families has frequent internal contacts with volunteers, children, and parents/guardians, as well as with other staff members of the Children's Ministry Team. The position has a moderate amount of internal contact with other staff, Session members, non-staff ministry

leaders, and congregants. Secondary contacts include outside vendors, facility renters, and the general public.

**WORKING CONDITIONS**

The job is normally performed in an office environment and/or on the campus of the church. The position includes some periods of close computer work. The Director of Children & Families may occasionally be required to work in excess of eight hours per day or forty hours per week. Normal work week is flexible, however Sunday morning hours (approx. 7:00am through 1:00pm) are required. Travel requirements are very minimal and negotiable.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Passion for Children’s Ministry
- Passion for Volunteer Equipping
- Demonstrated skill as a team builder who models, trains and inspires volunteers to do the work of ministry
- Demonstrated skill in developing and implementing a vision
- Work history with a church or ministry is preferred
- Spiritual gifts of leadership, teaching and evangelism
- Strong Organizational skills
- Supervisory skills, including ability to motivate and hold employees and volunteers accountable
- Ability to work well in stressful situations

**EXPERIENCE**

Three to five years’ experience working in a church or ministry environment with demonstrated ability to oversee and motivate both staff and volunteers. Previous Children’s Ministry experience is preferred. Strong volunteer management experience may be substituted for church or ministry experience.

**REVIEWED BY:**

_____	_____
Employee	Date
_____	_____
Supervisor	Date
_____	_____
Human Resources	Date