

Director of Children & Families

Sunset Church • Portland, Oregon

JOB TYPE	Full-Time, Exempt
REPORTS TO	Associate Pastor
SCHEDULE	Sunday mornings required; flexible weekday schedule with regular on-campus presence
MINISTRY SCOPE	Infants through fifth grade; direct leadership of K-5 programming

Help Children and Families Grow as Disciples of Jesus

Sunset Church is seeking a Director of Children & Families to lead a welcoming, safe, biblically grounded ministry for children from infancy through fifth grade. This is a hands-on ministry leadership role for someone who can bring together spiritual purpose, volunteer development, staff leadership, strong systems, and dependable weekly execution.

The Director will directly lead elementary ministry, supervise the Early Childhood Ministry Lead, equip volunteers for meaningful service, partner with parents and guardians, and lead major ministry initiatives such as Kids Camp. The right candidate will be both relational and organized — able to cast clear direction, make thoughtful plans, communicate early, delegate well, and follow through consistently.

What You'll Lead

- Set and implement a clear ministry approach for infants through fifth grade that aligns with Sunset Church's mission, theology, and church-wide priorities.
- Direct weekly kindergarten–fifth grade programming and oversee staff responsible for early childhood ministry.
- Build sustainable volunteer teams through recruitment, screening, training, scheduling, coaching, appreciation, and clear role design.
- Supervise Children's Ministry staff through regular direction, feedback, delegation, development, and accountability.
- Ensure Sunday ministry is prepared, appropriately staffed, safe, welcoming, and ready before children, families, and volunteers arrive.
- Maintain strong child-safety practices, including background checks, check-in procedures, classroom standards, emergency readiness, confidentiality, and incident reporting.
- Partner with parents and guardians by communicating clearly, providing practical resources, and supporting key spiritual milestones.
- Lead Kids Camp and other approved events through realistic timelines, budgets, staffing plans, cross-ministry coordination, and post-event evaluation.
- Manage the Children's Ministry budget, calendar, records, curriculum planning, communications, and operational systems.
- Work collaboratively with pastors, ministry leaders, and operational teams; bring forward recommendations and communicate risks, decisions, and resource needs early.

What Will Help You Thrive

- A growing relationship with Jesus Christ and genuine alignment with Sunset Church's mission and values.
- A passion for helping children know Jesus and equipping adults to do meaningful ministry.
- Three or more years of relevant children's ministry, church ministry, education, nonprofit, or volunteer-leadership experience.
- Experience recruiting, organizing, training, and retaining volunteer teams.
- Supervisory or team-leadership experience, including the ability to set expectations, delegate, coach, and hold others accountable.
- Strong organization and project-management skills across both recurring weekly programs and large annual events.
- Clear written and verbal communication, emotional steadiness, sound judgment, and a collaborative approach to problem-solving.
- The ability to take initiative within established authority and seek alignment before making commitments that affect staffing, budget, facilities, policy, or other ministries.
- The ability to pass required background screening and complete child-safety training.

Preferred Experience

- Bachelor's degree in ministry, education, child development, organizational leadership, or a related field.
- Five or more years of children's ministry experience in a church with comparable attendance and volunteer complexity.
- Experience supervising paid staff, managing a ministry budget, and leading a large Kids Camp or vacation Bible school.

About Sunset Church

Sunset Church is a community of people connected to one another and committed to making disciples of all nations who are being transformed into the likeness of Christ. Our staff works collaboratively to support ministries that are spiritually meaningful, relationally healthy, well organized, and responsibly stewarded.

Schedule and Work Environment

This is a full-time, exempt position based primarily on the Sunset Church campus in Portland, Oregon. Sunday mornings are required, along with weekday planning, preparation, meetings, and volunteer or family engagement. Some evening, weekend, and seasonal event hours are required. The role includes regular computer work, frequent interaction with children and adults, movement throughout the campus, and lifting ministry materials up to approximately 25 pounds, with reasonable accommodation as required by law.

How to Apply

Please submit a resume and a brief cover letter describing your interest in children's ministry, your experience leading staff and volunteers, and why Sunset Church's mission resonates with you. Sunset Church is an equal opportunity employer and considers qualified applicants in accordance with applicable law.