

APPLEWOOD COMMUNITY CHURCH  
STAFF POSITION DESCRIPTION

DIRECTOR OF CHILDREN'S MINISTRIES

Position Title: Director of Children's Ministries

Reports to: Senior Pastor/Leadership Team

Classification: Part-time, 20 hours per week

Commitment: The Director of Children's Ministries should have as her/his primary priority to seek a deeper, more rich and abiding relationship with God in her/his personal, family, and church life. She/he should pursue a purposeful life, demonstrating a personal burden for spiritual growth, time in God's Word, prayer, and commitment to her/his family. She/he will continually seek the leading of the Spirit for her/his life and for Children's Ministries.

Personal and  
Professional  
Growth:

The Director of Children's Ministries should seek to grow both as a professional and as a fully devoted follower of Jesus Christ. To these ends, the Director of Children's Ministries is encouraged to participate in continuing education and spiritual development through conferences, seminars, workshops, etc., as available and as approved by the council.

Ministry Responsibilities:

- Select Children's Ministry curriculum.
- Develop, oversee, and participate in the Sunday school program.
- Prepare and purchase supplies as needed for the classes.
- Develop and train a group of volunteers to help with the Children's Ministry program.
- Prepare a schedule of volunteers for each classroom
- Ensure background checks are completed for new volunteers and updated appropriately for existing volunteers. Ensure that a signed copy of the Child Protection policy is also on file for each volunteer.
- Communicate consistently with parents.
- Attend staff meetings and church sponsored events when able.
- Take the lead in annually formulating and managing the Children's Ministries budget.
- Perform other duties as discussed with the Senior Pastor.