



Job Description

TITLE: Children Ministry Director
I REPORT TO: Senior Pastors
REPORTING TO ME: Higher & Lower Elementary Coordinators Volunteers
(Coordinators and Teachers)
CATEGORY: Ministry
LAST UPDATED: June 2017

Job Summary:

To develop and implement the vision, strategy and tactical elements for all programs, activities and educational aspects related to the Children's Ministry at Miracle Life Family Church. Specifically, the Children's Ministry Director is responsible for providing direct oversight over Miracle Kids Ministry (M Kids). This entails connecting the large number of children within the church with the love of God by teaching them in a unique, creative and appropriate way; and to disciple all staff in personal spiritual growth, supportive ministry and leadership.

Main Duties of the Job

- Provide leadership to the Children's Ministry (M Kids) team:
- Develop and implement the vision for children's ministries in collaboration with the Senior Pastors.
- Provide strategic leadership and planning initiatives for M Kids team.
- Set direction and trains M Kids staff and volunteers.
- Offer spiritual care and encouragement of M Kids staff and volunteers.
- Develop processes, plans and policies necessary for effective M Kids operations
- Manage M Kids department supplies, budget and financial oversight.
- Conduct monthly coordinator meetings with your leadership team
- Oversee the development and implementation of curriculum.
- Develop communication plans to keep staff, volunteers and parents informed.
- Manage communications between ministries that interact with M Kids.
- Develop and implement all safety and security processes for M Kids in cooperation with the MLFC's Security Department.

- Coordinate Care Ministry activities within M Kids i.e. hospital/home visitations of M Kids children that are ill, funeral visitation and/or support.

Competencies & Expectations

- Passion for ministry to children and seeing both parents and children grow in the faith.
- Growing relationship with Jesus Christ evidenced by action, attitude, and behavior.
- Ability to fully embrace the vision, values, and statement of faith of Miracle Life Family Church.
- Proven expertise in administration.
- Reliable, trustworthy, self starter, and excellent at following through on details.
- Embrace innovation and creativity while adapting to growth and change.
- Ability to Use appropriate judgment, discretion, sensitivity, and confidentiality.
- Proven leadership skills utilizing a cooperative, collaborative team leadership style.
- Strong interpersonal skills with the ability to maintain healthy and motivating relationship with supervisors, coworkers, and volunteers.
- Ability to understand and to keep current on issues related to safety and security resulting in the implementation of associated activities and safeguards.
- Proven ability to achieve results.

Other:

- Be loyal to the Senior Pastors and to the Ministry's vision, values and mission.
- Provide care, love and encouragement to volunteer leaders with whom you have contact or dealings.
- Perform all other duties assigned by the Senior Pastors, Executive Pastor and Administrator.
- Adhere to the MLFC Staff Statement of Ethics.

Education and Experience

- Completed High School Certificate i.e. Grade 12
- Rhema Graduate preferable
- Diploma in Early Childhood Education or any related discipline preferable.
- Certificate or Basic Knowledge in Microsoft Office
- Ability to coordinate many diverse tasks and projects at one time
- A desire to continuously learn and serve others
- Honest and trustworthy
- Integrity for work habits and results
- Ability to discern needs and respond appropriately, sensitively and proactively
- On-going desire and effort to grow more Christ-like in character

Personal Attributes

- Competent Leader
- Compassionate
- Good Listener
- Visionary
- Self-Motivated
- Driver