



**mountain park**  
COMMUNITY CHURCH

**Position Title** | Children's Ministry Director

**Reporting** | Reports to Birth - College Pastor

**Classification** | Full-time

## Position Summary

The Children's Director oversees and manages all aspects of the Children's Ministry (birth to fifth grade). The Children's Ministry Director will be responsible for recruiting, training, and leading teams of volunteers in the Children's Ministry.

## Essential Duties and Responsibilities

1. Create and foster safe, welcoming and fun environments for all areas of Children's Ministry
2. Develop, utilize, and maintain systems and processes for carrying out the functions of ministry including all programming, curriculum, and volunteer teams
3. Support the overall mission and strategy of the church through amazing children's programming on Sunday mornings, Wednesday nights, an annual summer camp and other various needs
4. Provide updates and feedback to the Birth-College Pastor for coaching, reporting and improvement
5. Manage the budget for Children's Ministry

## Qualifications

1. Education
  - a. Required: Bachelor degree
  - b. Preferred: Degree in a field related to Children's Ministry
2. Essential Experience
  - a. Experience leading a successful children's ministry in a church of at least 500 in average attendance including teaching and interacting with children and their families
  - b. Proficient in technology including check-in systems, audio/visual equipment, and typical office environment applications

3. Preferred Experience
  - a. Skilled and experienced in managing and supervising staff
  - b. Proven experience in ministry with children
  - c. Proven experience in leadership in a larger (500+) church
  - d. Proven experience in building effective teams
  - e. Proven experience leading large teams of volunteers

## Personal & Spiritual Growth

1. Essential Qualities
  - a. Two words: PASSION and FUN. This person must have a contagious passion for discipling children and the development of families. This person must also have a sense of humor and a strong desire to “enjoy the journey”
  - b. “Kid Magnet” – this person must naturally be drawn to and have the attention of children
  - c. Enthusiasm and joy – a naturally “bright” face and smile
  - d. Emotional and relational intelligence
  - e. Loyalty and dedication to Mountain Park mission, values and leadership
  - f. Spiritually mature Christian with consistent and long-term track record of Christ-like behavior
  - g. Collaborative team leader who naturally motivates and encourages others
  - h. Embrace and live out the philosophy that parents are the primary disciplers of their children

## Addendum

1. Additional projects and responsibilities may be necessary as requested by the Senior Pastor.
2. Job descriptions at MPCC are fluid - meaning this job description represents the minimum expectations when it comes to tasks and areas you may be working in. The reality is that we work as a team and there are numerous other tasks that will require the participation of the person holding this position.