

## **JOB DESCRIPTION**

### **Director of Children's Ministries**

**(1/2 time; 20 hours/week)**

**Community Mennonite Church of Lancaster**

**November 2023**

The Director of Children's Ministries mission:

The mission of the Director of Children's Ministries is to be the staff member who takes the lead in focusing on the needs of the children of CMCL. This role helps the church live out its vision through programming that incorporates faith-based foci, making connections to CMCL's core values, and developing vision for children's ministries. This is done working alongside the Pastors and other congregational leaders. The Director will oversee programming and spiritual formation of the children of CMCL. This will include participation in children's activities and building pastoral relationships with children and their families. Oversight of specific programs including Junior Youth Christian Education, Children's Education, Venture Club, and the SafeChurch Program.

### Qualifications

- Vision and passion for children's ministry.
- Committed to Anabaptist expression of the Christian faith and involvement in CMCL's congregational life.
- Comfortable and confident in own faith/spirituality and able to share it effectively with others.
- Training or experience in working with children.
- Background including education training preferred.
- Able to empower and equip others and to delegate responsibilities.
- Excellent communication, organizational, time management and administrative skills.
- Flexible schedule to include evening and weekend hours.
- Able to relate well to persons of all ages.

### Accountability

The Director of Children's Ministries is accountable to the Administrative Pastor.

- The Director of Children's Ministries will be accountable to the congregation through the Staff Relations Committee (with day-to-day supervision provided by the Administrative Pastor).
- The Director of Children's Ministries may name an advocate who can represent her/his interest to the Staff Relations Committee.
- The Administrative Pastor will conduct performance evaluations after the first year and every three years thereafter with input from the other pastors and persons with whom this role regularly interacts. Feedback will be provided at least annually by this role's supervisor and Staff Relations Committee.

### Major Areas of Responsibility

#### *Offer Spiritual Leadership to Children and Their Families*

- Share in spiritual care responsibilities through the lens of his/her work with children and families. Spiritual care happens within those relationships and through the building of formal and informal connections in our work together.
- Meet with Pastoral Team as needed and/or invited to coordinate pastoral care responses.
- Develop ways to make theology and CMCL's core values applicable to the lives of children.
- Develop connections between Christian Education Programs and Auxiliary Programs by working collaboratively with the leadership of those programs.

- Develop supportive relationships with children and their families, and provide emotional and spiritual support in consultation with the pastors and Pastoral Team.
- Foster relationship building among children.
- Participate selectively in wider Mennonite Church USA processes and activities and attend MC USA conferences and assemblies as appropriate in coordination with the pastors.
- Attend conferences and seminars to support personal and professional development.
- Participate regularly in spiritual direction.

#### *Coordinate and Oversee the Vision for Children's Programming*

- Work with C&YE Committee, the other pastors, and parents to discern the sustainable level of programming, and to develop and implement our vision for children's ministry in all aspects of our program.
- Provide communication links and coordination between different parts of CMCL's children's ministry.
- Be available to teachers/leaders 3 out of 4 Sunday mornings and encourage support of teachers/leaders through letters, phone calls and planned appreciation events.
- Convene, support, and be the primary staff person working with the Children and Youth Christian Education Committee.
- Work with the Child Safety Committee to implement Child Safety Policy standards within all children and youth programs.

#### *Oversee Auxiliary Children's Programs (i.e., Venture Club) and Develop Long-Term Vision for Programs*

- Attend and facilitate auxiliary programs regularly.
- Coordinate the mentor program, including working with the Pastoral Team to recruit and train mentors.
- Work with and resource volunteers, and offer opportunities for volunteers to develop skills for working with children.
- Oversee communication with families regarding all auxiliary children's program activities and events.
- Work with all pastors to develop a vision for children and families that mirrors CMCL's core values.
- Participate in wider church functions such as attending weekly staff meetings, Staff Relations Committee, Council and other committees as needed and/or invited.

#### *Coordinate and Resource Children's Volunteers*

- Provide nurture and coaching to support volunteers to share their faith with children as they work with them.
- Provide opportunities to volunteers to develop skills for working with groups of children.
- Provide volunteers with information about age-appropriate child faith development.
- Serve as a resource person for all teachers and leaders, individually and in group events.
- Oversee three areas of Child Safety policy: organize clearance papers of volunteers, continue education of childcare workers, schedule periodic evaluations of the policy.
- Incorporate Children into Congregational Life
- Coordinate efforts of committees to involve children in worship and service.
- Coordinate with the Children and Youth Christian Education committee to communicate children's activities to the wider congregation (bulletin announcements, newsletter, email, etc.).
- Be visible in worship leadership periodically – children's story, scripture reading, or leading prayer.
- Meet regularly with Pastors for planning and coordination.

Approved by CMCL Council on November 20, 2023