# Children's Ministry Director Job Description, Compensation and Benefits

**Professional Responsibilities:**

- Serve as a liaison between the Sr. Pastor and the leaders of the Children's Ministry.
- Build a team to help shoulder the load of Children's Ministry. Communicate and coordinate with your leadership team and volunteer team to make sure everyone is on the same page and has what they need to be successful.
- Plan events and activities to foster community and build friendships.
- Coordinate a yearly VBS program.
- Help to recruit, train, and equip new workers for our Children's Ministry.
- Schedule workers to cover all the classes for multiple services on Sunday Mornings.
- Oversee the Check-In procedures.
- Evaluate new curriculum
- Look for new ways to do things, new things to teach, new ways to help our kids fall in love with Jesus.
- Meet with the key Children's leaders on a regular basis to encourage them, to troubleshoot, and to pray, plan, and prepare.
- Meet regularly with the Lead Pastor for encouragement, planning, and prayer.
- Bring any significant needs or problems to the Lead Pastor.

**Personal Responsibilities:**

- **Have a regular pattern of prayer and Bible Study in your life.**
- **Put your own family and children first and make sure that this position in no way negatively affects your family roles.**

**Annual Compensation:**  TBD (Pay checks are issued bi-weekly by direct deposit.)

**Paid Vacation:** Dependent on Experience - Weeks to be used at employee's discretion during the fiscal year

**Observed Holidays (7):**  Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Day, New Years Day.  Observed holidays falling on a Sunday or Monday will be taken on an alternate day.

**Simple IRA Matching:** The church will match half of the employee Simple IRA program participation with the employee contributing up to 3% of salary.

**Budgeted Expenses:**  Included in church budget for the Children's Director expenses.

| | |
|---|---|
| Business Expenses | $1,000.00 |
| Mileage | $ 500 |