

CHURCH AT VIERA

Job Description Form



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| Job Title | Elementary Children's Ministry Director | | |
| Reports To | Pastor of Family Ministries | Rev | Date Approved: |
| | | 1 | January 16, 2020 |

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| Level/ Grade | Type of position: | |
| | <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Intern | <input checked="" type="checkbox"/> Exempt |
| | <input type="checkbox"/> Part-time | <input type="checkbox"/> Nonexempt |

PURPOSE OF POSITION

The Elementary Children's Director will provide leadership in all elementary children programming and will be a champion for the Family Ministry by partnering with parents as they endeavor to be the primary faith influencer in their child's life.

JOB RESPONSIBILITIES

- Responsible for the oversight of strategy, planning, executing, and evaluating CAV's Elementary Ministry.
- Work with Pastor of Family Ministries to establish standards for the Elementary Children's Ministry and oversee the evaluation against those standards to identify progress in achieving the vision.
- Plan and implement weekend small group and large group curriculum utilizing the assistance of trained volunteers.
- Recruit, develop, and deploy volunteers to ensure quality of programs and effective use of resources to meet the strategy of the Elementary Children's Ministry.
- Provide leadership development and spiritual nurture of Elementary Children's Ministry volunteers.
- Develop and oversee CAV Elementary children outreach events outside of the weekend services.
- Encourage positive "connecting" and healthy communication with families.
- Maintain communication, cooperation and coordination with all staff and departments of the church.
- Ensure that proper safety and security measures are in place and fully utilized to provide for the physical and emotional well being of all children and volunteers.
- Supervise assigned support staff and paid workers. Select support personnel, assign duties and responsibilities, and perform evaluations.

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| Reports To | Pastor of Family Ministries | Rev Date Approved: 1 January 16, 2020 |
| | <ul style="list-style-type: none"> • Oversee the proper management and care of designated Children Ministry facilities and equipment. • Partner with the directors of preschool and middle school ministry to ensure continuity with the Elementary Ministry. • Other duties as assigned. | |
| EDUCATION | | |
| Will preferably have a Bachelor's degree in a related area of study from an accredited university and/or equivalent church ministry experience. | | |
| EXPERIENCE | | |
| Must have a minimum of 3 years of experience in children's ministry with demonstrated leadership abilities and strategic ministry management. Experience in a large church setting with a minimum weekend attendance of 500 is ideal. Additional experience in a small group based ministry is preferred. | | |
| SKILLS | | |
| <ul style="list-style-type: none"> • Must be a Christian and fully support the philosophy of the CAV and its leadership team. This individual's commitment to Christ will be evidenced in his/her personal life, family relationships and ministry. His/her daily walk with God will be an example to the families, volunteers, and students with which he/she interacts. • Strong interpersonal skills with the ability to relate to today's family culture. This includes the ability to present information and respond to challenging questions from families inside and outside of church. • Able to execute strategic ministry. • Gifted in leadership, management, program development, and team building. • Able to work efficiently and effectively in team situations is critical, as well as the ability to work independently and accomplish tasks with minimal direction. • Possess solid time management skills and organizational abilities, the ability to coordinate several activities at once and quickly analyze and resolve specific problems. • Must be creative, high energy, hard working, and possess the ability to motivate others. | | |

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| <ul style="list-style-type: none">• Able to effectively present information and respond to questions from families inside and outside of the church.• Ability to protect the reputation and integrity of CAV and its participants through strict confidentiality.• Ability to confront areas of concern with paid staff and volunteers.• Basic computer skills in utilizing a network and use of Microsoft Applications and ProPresenter. | | | |