



Job Description

Title: Children's Ministry Director
Expected Time: 10-15 hours a week

Ministry Purpose:

Leading a volunteer team to lead children into a dynamic relationship with Christ.

Qualifications:

- A clear testimony of faith in Jesus Christ and a vital, growing personal relationship with Him
- Member or Regular Attender of Harvest Church
- Commitment to moral purity
- Commitment to the mission and vision of Harvest Church

Key Responsibilities:

Oversee Kingdom Kidz (Sunday AM thru school year), Kidz Church (Sunday AM year round) and Kidz Club (Wed. PM thru school year)

- Plan curriculum and teaching schedule for the year
- Recruit and Train volunteers for the various areas involved
- Lead volunteer teams through excellent planning, training and vision casting.
- Support and equip volunteers by providing encouragement, resources, and appreciation.
- Continually assess needs and flow of all points of Children's Ministry contact and make adjustments where appropriate to best serve congregation.

Oversee Annual VBS

- Plan and promote annual VBS
- Recruit and train volunteer leaders for various areas involved

Oversee Nursery

- Support and encourage Nursery Coordinator
- Assist Nursery Coordinator in any way needed
- Work with Pastoral staff in recruiting Nursery Coordinator if needed

Administrative

- Oversee collection and running of background checks on all volunteers
- Oversee budget for Children's areas



Children's Ministry Detail List

Kidz Church

Weekly Sunday Morning Teaching time during the worship services for kids 4k-4th grade

- Recruit and train teachers
- Schedule teachers for all services
- Recruit and train adult and student helpers
- Schedule adult and student helpers for all services
- Plan the curriculum schedule for the year
- Print or E-mail Lessons for the teachers in a timely manner

Kingdom Kidz

Weekly Sunday Morning Education program for kids 4k-4th grade

- Plan the curriculum schedule for the year
- Recruit & train small group teachers
- Recruit large group teachers
- Print and prepare lessons and give to the teachers each month
- Plan snacks schedule working with food allergy needs
- Purchase snacks each week
- Recruit and schedule snack servers
- Recruit, train and schedule check-in volunteers
- Prepare ProPresenter videos and slides each week
- Set up and take down Children's Ministry Computer each week

Kidz Club

Weekly Wednesday Night program for kids in 4k-5th grade

- Plan the lessons and themes for the year
- Recruit and train Bible Listeners
- Recruit and equip Game leader(s)
- Recruit teachers for Story time
- Teach in Story Time
- Recruit check-in Team
- Plan and lead any special events such as Grand Prix, Ice Cream Night, Awards Ceremony, etc.
- Oversee the Purchase of items for Store nights
- Recruit and schedule leaders to run the store on store nights
- Produce monthly Newsletter for parents
- Use church email, bulletin and social media to promote program and events

VBS

- Annual week long program for kids in 4k-5th grade
- Select and purchase Material
- Schedule date on church calendar
- Develop schedule for the program
- Work with the office to Promote to both families and leaders
- Work with office for online registration
- Act as or recruit VBS Director
- Recruit and Equip various leaders needed
 - Registration and welcome team
 - Snack Crew
 - Game Leaders
 - Craft Leaders
 - Story teacher(s)
 - Adult Small Group Leaders
 - MC, skit, and choreography
 - Work with Student Ministries to utilize teens