

Children's Ministry Director Position Type: Part-Time

Reports To: Lead Pastor & Elders

Location: Shiloh Church of Lexington

Phone: 336.787.5566

Email: shilohchurchlex@gmail.com **Position**

Summary:

The Children's Ministry Director is responsible for leading, developing, and overseeing all aspects of the children's ministry, from birth through 5th grade. This includes ensuring a safe, engaging, and spiritually enriching environment where children grow in their relationship with Jesus Christ. The Director recruits, trains, and supports volunteers, manages curriculum and scheduling, coordinates family communication, and ensures all security and safety protocols are followed.

Key Responsibilities:

1. Ministry Oversight and Leadership

- Lead all children's ministry programs (Sunday services, midweek activities, VBS, special events).
- Develop and implement age-appropriate curriculum in alignment with the church's vision.
- Create an engaging and Christ-centered atmosphere where children feel valued and loved.

2. Volunteer Management

- Recruit, screen, and schedule teachers and volunteers.
- Conduct background checks on all volunteers and staff working with children.
- Provide ongoing support, leadership, and encouragement to volunteers.
- Conduct **mandatory training at least once per year**, including child safety, classroom management, and ministry vision.

3. Teacher Scheduling

- Maintain a rotating schedule of volunteers to ensure all classrooms are staffed.

- Use tools (e.g., Planning Center, Excel, or church software) to manage and communicate schedules effectively.

4. Safety and Check-In System

- Oversee and maintain a secure child check-in/check-out system.
- Train volunteers and parents in how to use the check-in system properly.
- Ensure all classrooms are compliant with safety policies (e.g., two-adult rule, emergency procedures).

5. Parental Communication

- Serve as the primary point of contact for parents regarding children's ministry.
- Provide regular updates about curriculum, events, and child progress.
- Address any concerns or special needs with empathy and professionalism.
- Partner with families to support spiritual development at home.

6. Administration

- Maintain accurate records of attendance, volunteer background checks, and incidents.
- Work with church leadership to manage the children's ministry budget. •
Purchase and manage supplies, curriculum, and resources as needed.

7. Event Planning

- Organize and oversee special events such as Vacation Bible School, seasonal parties, family engagement events, and outreach opportunities.
- Collaborate with other ministry departments for church-wide events involving children.

Qualifications:

- A strong personal relationship with Jesus Christ and a calling to children's ministry.
- Experience working with children in a ministry or educational setting.
- Excellent leadership, communication, and organizational skills.
- Ability to recruit, lead, and care for volunteer teams.
- Familiarity with or willingness to learn church management software.

- Background in child development, education, or ministry (preferred).
 - Pass a criminal background check and maintain current child protection training.
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Working Conditions:

- Requires availability on Sundays and for occasional evening/weekend events.
 - Must be physically able to move between classrooms, lift supplies, and engage with children at their level.
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Evaluation & Accountability:

- Annual performance review by Lead Pastor or designated supervisor.
- Ongoing accountability in spiritual growth and leadership development.

Send Resume and Cover Letter to Shilohchurchlex@gmail.com