

## **Hartford Christian Church Children's Ministry Director Job Description**

**Position Title:** Children's Ministry Director  
**Title of Supervisor:** Senior Minister  
**Designation:** Part-Time Salaried (15-20 hours per week)

**PURPOSE:** The Children's Ministry Director is responsible for leading our church's efforts to minister to children and parents in our church and the broader community.

### **RESPONSIBILITIES:**

- Develop children's programming for Hartford Christian Church to further the vision and goals of the church.
- Recruit, train, and equip volunteers for all children's programming and special events.
- Communicate with volunteers through text, phone calls, email, mailings, handouts, etc.
- Purchase needed supplies/curriculum programming.
- Plan and implement teacher/volunteer schedules.
- Attend staff meetings as determined by the Senior Minister.
- Ensure that all volunteers have completed Background Checks and any safety training necessary for their roles.
- Coordinate, staff, and equip Junior Worship.
- Develop, implement, and coordinate all children's outreach events and activities.
- Promote attendance of children at all children and church activities.
- Keep parents informed of current issues to better equip them as Christian parents.
- Select curriculum that is sequential and systematic to provide a solid Biblical foundation for a child's faith.
- Promote and encourage children to attend Christian camps and retreats
- Provide extra volunteers for church-wide programs as needed.
- Maintain and make available quality resources for all children's programming and workers/teachers.
- Be polite, friendly, and courteous and seek to develop good trusting relationships with all children, parents, and volunteers. Help parents feel comfortable leaving their child in our care.
- Continue learning through seminars, retreats, and trainings

### **QUALIFICATIONS:**

- Be an immersed follower of Jesus Christ who is actively growing in faith.
- Demonstrate a love for children and a passion to see them become followers of Jesus.
- Support the doctrine, mission, and vision of Hartford Christian Church.
- Have a minimum of 3 years of experience leading children and volunteers in a church, school, or community setting.
- A degree or certification in Education or Christian Ministry is preferred, but not required.
- Be able to perform light to moderate physical activity (sitting, standing, speaking, hearing, walking, bending, writing, typing)
- Be organized and dependable
- Be a team player who works well with volunteers, parents, students, and church staff
- Satisfactory completion of a background check
- Place membership in Hartford Christian Church (if not already a member)