

**SAMPLE  
CHILDREN'S MINISTRY DIRECTOR  
MINISTRY DESCRIPTION**



Date

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1. The Children's Ministry Director is directly accountable to the Co-Pastor. Have a weekly meeting with her to discuss ministerial activities.
  2. Work two to three hours in the church office. Office hours are flexible. Attendance is required at all weekend and midweek services when not directly involved with program. You must agree to keep the Honor Code. Attend leadership meetings.
  3. Have a general supervision of the Children's Department, directing and coordinating a ministry to children from birth to grade 5 for weekend services.
  4. Be responsible for planning and implementing a comprehensive program of ministry, education, training, and fellowship for the children.
  5. Give oversight to CM life groups, annual programs, special holidays, and community outreaches: Easter egg hunt, Mother's Day, Father's Day, Promotion Sunday, etc.
  6. Screen all applicants for ministry to children with an application, an interview, and background check. Provide handbooks and training for children's ministers.
  7. Oversee, train, and assist coordinators over each department (Nursery, Preschool and Elementary). Have a team meeting with Coordinators once a quarter. Email or talk with them through the week.
  8. Conduct an annual workshop for continuing education for children's ministers.
  9. Visit children who attend the church when hospitalized or when families request a visit. Fill out Ministry Report forms to communicate needs or ministry performed with the church.
  10. Make purchases on behalf of the church for the Children's Ministry.
  11. Additional service responsibilities:
    - Make bulletins and message requests available at the CM station.
    - Make sure Registration supplies are stocked.
    - Collect visitor cards, completed Registration Sheets, message requests, etc.
    - Oversee the children's service and assure that teachers' needs are met
    - Collect used curriculum at the end of the month
  12. Additional office responsibilities:
    - Visitor letters
    - Prepare monthly schedules and teacher's curriculum copies
    - Archive curriculum. Burn CD and create a binder for the monthly file box.
    - Organize the Resource Room.
    - Develop the Teacher's File and teaching aids.
  13. Be willing to help with anything else the Pastors ask of you.