

### **Part-Time Children's Ministry Director**

*A Children's Director is a professional who oversees and coordinates the ministry to children (birth to 6th grade) and their families at around 20-25 hours per week. This is a salaried position, hours may vary during peak seasons in the life of the church.*

*The Children's Director is responsible for:*

- *Planning, developing, implementing, and executing all aspects of the children's ministry in the areas of spiritual development, worship, discipleship, missions' education, missions involvement, and fellowship and community events*
- *Recruiting, training, scheduling, and developing volunteer staff who will speak into children's lives with God's love, teach them God's Word, and provide fellowship with God's people.*
- *Providing age-appropriate Bible study, praise/worship, and activities in a safe (physically and emotionally) and engaging environment for children*
- *Preparing materials for all classes when needed including copies and supplies needed for all activities.*
- *Communicating effectively with children, parents, staff, and church leaders*
- *Managing and monitoring the children's ministry budget, programming, curriculum, resources, and facilities*
- *Developing programs and church events for kids to outreach into the community and build strong family foundations. (example: fall festival, easter activities, VBS, and others)*
- *Being an advocate for children and educating the church about the hopes, concerns, and needs of children.*
- *Lead Children's activities when necessary.*

*To be a successful Children's Director, you should have:*

- *A high school diploma or equivalent*
- *A minimum of one year of experience in children's ministry or a related field (preferred)*
- *A passion for connecting children and families to Jesus and the church*
- *A commitment to growing personally in faith and helping children grow in faith*
- *A strong work ethic, proactive attitude, and ability to effectively manage multiple tasks simultaneously.*
- *A creative and innovative approach to people and work*
- *A proficiency in various computer software programs, especially Microsoft Office, Canva, and database navigation*
- *Excellent communication, organizational, and interpersonal skills*
- *A friendly, courteous, and professional demeanor*
- *A strong ethical standard and the ability to create trust and integrity with co-workers and volunteers.*
- *A respect for confidentiality and discretion*
- *Be active and participate in the life of the church*

*The salary may vary depending on education and experience.*

*If you are interested in applying for the role of Children's Director, you may send your resume and cover letter to the church office, [office@hhcc.church](mailto:office@hhcc.church) . You may also be required to undergo a background check and an interview before being hired.*

*A Children's Director is a vital member of our church staff who helps to keep the children's ministry running smoothly. If you have a passion for serving God and His children, this could be the perfect job for you.*