



Position:

Children's Ministry Director

Status: Part Time (10 hours a week) Salary

Reports To: Lead Pastor

Direct Reports: N/A

Position Overview

To lead the Children's Ministry at Glen Lake Church by working with parents, children, volunteers and other staff to create an environment where children are disciplined to live out our mission to "Know Christ and Make Him Known."

Responsibilities:

- Develop a disciple-making strategy within the context of Glen Lake's overall strategy for kids ages birth through 5th grade.
- Create God-encountering, safe environments and programming for children on Sunday mornings.
- Recruit, train and empower volunteers to help implement our children's ministry consistent with Glen Lake's vision, mission and values.
- Provide resources, scheduling oversight, and systems of support to volunteers so they can provide effective and appropriate age-level children's ministry.
- Oversee and ensure regular communication with volunteers and parents.
- Develop and implement standard operating procedures, including safety protocols and all screening of children's ministry volunteers.
- Manage expenses and annual budget for children's ministry.
- Meet and work with other staff members as is necessary to complete responsibilities.
- Perform additional duties as necessary or assigned.