

Job Description

Position Title **Director of Children’s Ministry Grace Chapel - Watertown Campus - Part-time**

This job description is focused on actual work. The spiritual health and vitality of the individual is essential to any position at Grace Chapel. A plan to maintain and insure that spiritual health will be part of each individual ministry plan, including regular worship participation.

Purpose of Position The purpose of this position is to maintain, support, and look for ways to grow and enhance our ministry to children at Grace Chapel, Watertown.

The Director of Children’s Ministry will provide leadership and oversight to the volunteers who coordinate and staff our Sunday morning children’s programming. Working within the vision and mission of Grace Chapel’s Next Gen Ministry, the Director shall be responsible for ensuring the health and safety of the children, the continued development, training, support and supervision of the volunteer staff, and the implementation of the selected curriculum for Children’s Ministry in Watertown.

Candidate Attributes The ideal candidate will be experienced in the area of Children’s Ministry, as either a long-term volunteer or paid staff member with these additional qualifications:

- Background in child development
 - Team building leadership style
 - Strong Biblical knowledge
 - Proven success at inviting and training volunteers
 - Ability to organize and work independently
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Key Working Relationships The Director of Children’s Ministry will report directly to the Campus Pastor of the Watertown campus and indirectly to the Pastor for Next Gen Ministry. The Director will collaborate both with the Kidstown Staff Teams and the Youth Ministry Staff Teams for all campuses. The Director will also ensure the coordination of childcare needs for Sundays, early childhood and elementary programming, as well as midweek and special event programming, including VBS.

**Core Duties
and
Responsibilities**

The position will be part-time (24-28 hours per week). The schedule includes serving one or both hours (if necessary) Sunday morning, as well as midweek preparation, developing of relationships, and staff/team meetings.

General duties include:

- Leadership of the overall ministry to children on the Watertown Campus of Grace Chapel.
- Supporting and resourcing volunteers for nursery care, early childhood and elementary Kidstown.
- Inviting new volunteers into ministry.
- Assisting small group leaders in implementation of curriculum for Sunday morning program.
- Calling and investing in coaches to assist in Kidstown leadership.
- Coordinating summer Sunday morning programs for early childhood and elementary children.
- Work in relationship with the youth ministry staff to provide smooth transitions for children entering middle school.

Additional duty involves communicating expectations and needs with the director of the Nursery School currently using the facility.

Specific responsibilities include:

- Communicating the vision, mission and values of Children's Ministry
- Creating exciting learning environments for Sunday and summer programs
- Developing volunteer coordinators and team leaders for Sunday programming

**Submission
Process**

If after prayerful consideration you would like to be considered for this position, then we invite you to join in the application process. We have intentionally kept the requested submission brief to allow well-qualified people to participate easily.

Please submit the following in electronic format only to resumes@grace.org (no phone calls please).

- (1) your current resume
- (2) a cover letter briefly describing your faith background and the reason for your interest in this particular position

You will receive an email confirming our receipt of your submission.
