

Job Description

Position Title	Part-time Director of Children's Ministry Grace Chapel, Foxboro Campus – 20-24 hours per week
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About the Foxboro Campus	<p>Grace Chapel is a non-denominational, multicultural church with campuses in five communities: Lexington, East Lexington, Wilmington, Watertown, and Foxboro. We are connected by one Elder Board, one Statement of Faith and Constitution, and a shared sermon most Sundays.</p> <p>In 2015, Foxboro Bible Church asked Grace Chapel to consider taking over their property on the corner of Mechanic and Chestnut streets in Foxboro. Their hope was that God would use Grace Chapel to reinvigorate the property and use it to advance God's Kingdom in New England. Over many months, Grace Chapel members and leadership prayed, discussed and waited on God for what they should do. In 2016, it became clear that God was sending clear direction to make the property Grace Chapel's fifth campus.</p> <p>Our prayer is to launch this new campus in the Fall of 2017 as a fully functioning church with 150-200 core members serving in the areas of Prayer, Children and Students, Worship, Welcome, Life Communities and Outreach.</p>
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Purpose of Position	<p>The purpose of this position is to develop, maintain, support, and look for ways to grow and enhance our ministry to children at Grace Chapel, Foxboro.</p> <p>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 development, training, support and supervision of the volunteer staff, and the implementation of selected curriculum.</p>
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Qualifications

Maintaining spiritual health through private disciplines is an integral part of ministry and essential to any position at Grace Chapel. The ideal candidate will be experienced in 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

Key Working Relationships

The Director of Children's Ministry will report directly to the Campus Pastor of the Foxboro campus and indirectly to the Pastor for Next Gen Ministry. The Director will collaborate with the Kidstown 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 summer programming, including Kids' Camp (VBS).

General Responsibilities

The part-time schedule, 20-24 hours per week, includes serving one or both hours (if necessary) on Sunday morning as well as midweek preparation, developing relationships, and regular staff/team meetings (occasionally joining meetings remotely to save on commuting time).

General duties include:

- Leadership of the overall ministry to children on the Foxboro 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
 - Working in relationship with the student ministry staff to provide smooth transitions for children entering middle school
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Specific Responsibilities

Communicate vision, mission and values of Children's Ministry

- Ensure programmatic consistency in volunteer training
- Empower leaders through clearly articulated vision, purpose and goals.
- Engage parents through support roles and/or occasional events.
- Serve as an active team member of the Next Gen Team, as time allows.

Create exciting learning environments for Sunday and summer programs

- Identify, invite, and train volunteers in children's ministry.
- Work in partnership with parents on check-in and pick-up procedures, implementation of Child Protection Policy, Lost Child procedures, and any other means to ensure the health and safety of our young children.
- Supporting tech and drama team
- Develop a volunteer support team for room set up, cleaning, etc.

Develop volunteer coaches and team leaders for Sunday programming

- Support and encourage current volunteer staff
- Identify experienced ministry leaders and cast vision and goals
- Equip leaders and provide ongoing enrichment
- Establish appreciation and training opportunities.

Submission Process

If after prayerful consideration you would like to be considered for this part-time 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 items in electronic format only to resumes@grace.org (no phone calls please):

- A current resume
- A cover letter briefly describing your faith background and the reason for your interest in this position

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