



**Job Title:** Children's Ministry Director

**Reports to:** Jeff Dybdahl, Senior Pastor

**Status:** regular part-time

**Prepared by:** Sue Gale and Jill Kindall, May 2017

**Approved by:** Northside Fellowship Session, May 17, 2017

**Compensation:** \$17 - \$21

**Summary:**

- Plan, conduct, promote, and evaluate a comprehensive and balanced ministry to children (infants through fifth grade) and their families
- Partner with Youth Pastor and All the Children of the World Academy (ATC) Director in ministry to families of Northside, ATC, and in the community

**Essential Functions:**

- Set vision and values for Children's Ministry
- Oversee all activities and programming for children infants through fifth grade
- Stay current on trends and best practices in Children's Ministry
- Develop a Children's Ministry Team (recruit, team build, equip, connect)
- Choose and implement curriculum
- Organize and develop special programming (VBS, pageants, retreats, movie nights, bowling, summer camp, etc.)
- Serve on ATC Governing Board
- Work in conjunction with ATC as a joint mission, teaching chapel, invitations to events, reaching out to families
- Celebrate children and families (new babies, cards, affirmations, calls, etc.)
- Maintain rooms and supplies
- Connect Children's Ministry to the bigger mission of Northside Fellowship (connect with youth ministry, small groups, ATC, etc.)
- Staff Sunday morning classes: infant through fifth grade (recruit, train, encourage, recognize)
- Review childcare guidelines and train childcare providers for church events. (Leaders of Northside events schedule childcare from a list of trained childcare providers)
- Serve as a member of the Northside Staff Team, as needed

**Qualifications:**

- College degree, preferably in education
- Experience teaching and leading large events

**Working Hours:**

- Flexible working hours – 22 hours per week