



Orchard

community church

October 4, 2017

To Whom It Concerns,

Orchard Community Church is a vital, evangelical Presbyterian congregation located in the east end of Ventura, California. As a growing church we are looking for someone with passion and vision to serve as our next Director of Children's Ministry. We need someone to help us take key steps forward in creating a fun and engaging environment for children in which they grow spiritually and become life-long followers of Jesus Christ.

This position is responsible for all programs from birth through fifth grade including Sunday school, Kid's Club, VBS, Cheer and Dance Camp, and special events. Qualified candidates would have a strong and vibrant relationship with Christ, experience in Children's ministry (professional experience preferred), a love of children, the desire and ability to work as part of a team, and the ability to recruit and train volunteers. Education in Christian education and/or early childhood development is preferred.

This is a part-time position, 25 hours per week. To find out more about Orchard visit our web site: <http://orchardventura.org/> To apply for the position send a resume to the Orchard Children's Ministry Director Search committee at childrens-director-search-group@orchardventura.org

In Christ,

Orchard Community Church
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(805) 647-3757 orchardventura.org



ORCHARD COMMUNITY CHURCH

Ventura, California

Position Description – Children’s Ministry Director

Purpose - This position is responsible for administering all aspects of the Children’s Ministry Program at Orchard Community Church. The programs include, but are not limited to, activities involving families with young children and activities which support Christian education for children up to the 5th grade. In addition, the position will coordinate and collaborate with other ministries in the church.

Accountability – The Children’s Ministry Director reports directly to the Pastor (Head of Staff). In the absence of the Senior Pastor, the Children’s Director will report to a Discipleship Elder or the Administrative Elder or his/her designated committee chair representative.

Responsibilities - Orchard staff members shall glorify God in all things. Ensure that Orchard Community Church Children’s Ministry programs are consistent with and support the vision and mission of the church as set by Session. The Children’s Ministry Director is a Mandated Reporter and is expected to be aware of the criteria for mandated reporting of abuse and neglect.

Children’s Education and Worship (Approx. 20 hours)

- Ensure that programs within the ministry are supportive of the mission and vision of the church as stated by the current Session.
- Participate in the regular establishment of Children’s Ministry curriculum and prepare and submit orders for the required materials.
- Purchase and gather all supplies for Sunday mornings
- Keep accurate documentation of enrolled children in Children’s Ministries.
- Recruit and train adult and youth volunteers to work within the Children’s Ministry.
- Regularly meet with the Children’s Ministry team to provide support, encouragement, visioning, training and education to target volunteers.
- Coordinate with church leadership (e.g. Pastor, Head of Staff), Elders, Pre-school Director) on Children’s Ministry programs.
- As needed lead children’s education activities.
- Provide supervision on Sundays and for special events falling under Children’s Ministry.

Family Outreach and Special Events and Programs (approx. 3 hours)

- Work closely with the Preschool director to coordinate facilities, materials and programs, and seek ways to reach out to preschool families.
- Coordinate the operation of and provide on-site leadership for Orchard Kids Club.
- Coordinate the activities and provide on-site leadership for special outreach programs such as VBS and Cheer and Dance Camp.
- Coordinate and provide leadership for all other special or outreach events under children’s ministries. (e.g. movie or game nights, family cook outs...)

Administration (approx. 1 hour)

- Develop and submit a yearly budget to Discipleship Elders and stay within approved budget.
- Comply with best management practices to ensure that all church resources dedicated to the Children’s Ministries are properly used and accounted for.
- Ensure the Child Safety Policy is followed.

Other duties as required (approx. 1 hour)

- Attend training and remain current on the Children’s Ministry issues and practices.
- Assist with Church special events not falling under Children’s Ministry (e.g. Christmas Tree Lighting, FFFF...) as needed.