



**St. Margaret's Episcopal Church**  
**Ministry Description**  
**Children's Ministry Director - Staff**

The Children's Ministry Director (CMD) enriches the Christian faith formation of St. Margaret's children and families by resourcing educational programs, special events, and volunteers and calling the faith community to faithfully love and serve children and families.

**Description and Responsibilities**

**Relationships:**

The Children's Ministry Director ensures that relationships between children, families, and volunteers are nurtured, and rooted in joyful Christian discipleship.

- The CMD ensures the CYMT knows the names and faces of children and parents within 3 months.
- The CMD welcomes all children and families to St. Margaret's events and ensures all first time visitors receive exceptional and timely follow up
- The CMD ensures that a representative CYMT visits every family once per year and welcomes babies into the St. Margaret's family.
- The CMD works with the church administrator to execute a communication plan (including digital, written, in person, and text), in consultation with parents, and ensures it runs smoothly.
- The CMD enthusiastically supports and is present at children's ministry events, not including regular Sunday programming.

**Recruiting and Supervision:**

The CMD coordinates and supervises all hands-on children's volunteers, calling them to use their gifts and talents on behalf of children. In particular:

- Recruiting and training all children's ministry volunteers at least one month before their service is to begin.
- Provides consistent and creative leadership and encouragement to build long term retention of volunteers. This includes spiritual and community support.
- Leading or providing at least two teacher training events yearly as well as ongoing support
- Ensuring all adults working with kids have gone through appropriate channels including background checks and have received Protecting God's Children and are practicing them.
- Communicating weekly with volunteers, providing encouragement, shepherding, and tips.
- Retaining children's ministry volunteers, providing consistent, long-term leadership.

## **Programs**

The CMD oversees the day-to-day operations of the children's ministry in close collaboration with the Children and Youth Ministry Committee. The CMD will:

- Set a tone of joyful enthusiasm for all children's programming and ensure all children's programs have a winsomely Christian atmosphere
- Coordinate with church staff to communicate effectively and in a timely manner with parents and the church. (Church newsletter, monthly Children's Ministry e-mail, bulletin boards, bulletin, website, etc.)
- Grow the weekly programs of St. Margaret's children's ministry in participation, enthusiasm, and spiritual depth.
- Organize and publicize major events in the most effective way for parents/guardians and creates confidence in parents that their children are safely, creatively, and faithfully nurtured.
- Ensures the CYMT has control documents in place and distributed in a timely fashion including a children's directory, volunteer job descriptions, the children's ministry calendar, event and trip registration forms, and leaders directory. This includes keeping compliance documents current including copyright licensing, background checks, etc.
- Ensures that the CYMT creates and publicizes a calendar of events 6-12 months out that is available electronically, leaving families confident that their children are being faithfully and creatively nurtured.
- Ensures that the CYMT designs and shares a yearly curriculum plan at least one month before programming begins.
- Ensures that the CYMT distributes curriculum and other resources in a timely manner.
- Ensures the CYMT prepares and oversees the children's ministry budget and maintain a balanced budget.
- Ensures the CYMT creates event notebooks for major events and updates records when they are completed.
- Ensures a system for attendance in place for weekly children's ministry programs.

**Time Commitment:** 10-12 hours per week

**Special Talents, Skills Preferred:** Administration, organization, delegation, strong relational and communication skills, leadership skills, team player, ability to meet deadlines, relate to children well

**Resources and Training Provided:** The CMD participates in continuing education related to children's ministry. Completes Protecting God's Children training annually. The CMD networks with local children's ministry leaders.

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