

## **Director of Children's Ministry + Third CRC Kalamazoo, MI**

*Adopted by Council 8.21.23*

### **Primary Task**

To lead, oversee, and develop the faith formation ministries of our children—infants through 6<sup>th</sup> grade—and families of Third CRC that connect them to Christ, his church, and his community.

### **General Responsibilities**

1. Pray faithfully for our children, ministry volunteers, and families.
2. Maintain a visible presence in the lives of our children and their families—i.e., congregational events, attend their sporting or arts events, home visitation, etc.
3. Advocate for the interests of children in our congregation to staff and leadership.
4. Collaborate with staff to create a formation environment that is intergenerational—ensuring that children are invited and included in the life and work of Third.
5. Develop goals, outcomes, and milestones for children's faith formation that intentionally move them to the next steps of following Jesus.
6. Recruit and develop children's ministry volunteers.
7. Create schedules for volunteers; manage family and volunteer databases; engage in healthy communication patterns; and other administrative details.
8. Ensure adherence and compliance to Third's Safe Church Policies and Procedures.

### **Specific Responsibilities**

1. Prepare for and facilitate Sunday morning ministries—including: Children's Worship, Music Together, Faith Formation classes, and ECHO.
2. Support our Nursery, GEMS, and Cadet coordinators and their ministries.
3. Oversee the purchase, distribution, and use of all curriculum, equipment, supplies, crafts, snacks, etc.
4. Coordinate special ministry events: Vacation Bible School, Christmas Program, Family Fun Nights, etc.
5. Serve as a liaison to the Small World Preschool.
6. Develop and oversee the children's ministry budget.

### **Other**

1. Directly accountable to the Lead Pastor—meeting regularly for mentoring and ministry oversight.
2. Participate in weekly staff meetings and specified ministry team meetings as requested by the Lead Pastor or Council.
3. Schedule is flexible with night and weekend event attendance required.
4. Given an annual evaluation.

### **Qualifications**

1. A love of children and a desire to see them grow in their love for Jesus.
2. Proven experience working directly with children and families.
3. A college degree is required.
4. Able to articulate a mature Christian faith that is shaped by a Reformed identity.

### **Compensation**

This is a half-time position—18-20 hours per week; salary is commensurate with experience, education, and the salaries of similar positions in our area.

*Interested candidates—please send inquiries and resumes to  
Rev. Derek M. Zeyl, Lead Pastor, at [derek@3rdcrc.org](mailto:derek@3rdcrc.org)*