

Children's Ministry Director
Job Type: Full-Time, Exempt
Senior Staff Job Description - Comprehensive

Job Summary:

The Children's Ministry Director provides Christ-centered leadership, vision, and direction for Children's Ministry staff and volunteers, cultivating a life-giving, gospel-centered ministry for the children and families of Concord Church. This role ensures that every ministry environment—from the nursery through 5th grade—helps children know, love, and follow Jesus through biblical teaching, worship, discipleship, and meaningful relationships.

Working closely with the Senior Pastor and pastoral staff, the Children's Ministry Director helps integrate children's ministry into the church's mission of helping people of all ages and abilities Connect, Grow, and Serve. This role also equips parents to serve as the primary disciplers of their children and develops ministry rhythms that foster lifelong discipleship and spiritual growth in Jesus Christ.

Experience and Knowledge Required:

- Ability to communicate the Gospel clearly and joyfully to children through various means and to equip others to do the same.
- Leadership background and experience serving children and their families.
- Ability to articulate and implement the vision of Concord Church.
- Exceptional, proven leadership and communication skills with staff and volunteers.
- Superior interpersonal skills working with people of all ages and abilities.
- Solid theological grounding and creativity in selecting or developing biblically faithful, Christ-centered curriculum development.
- Leadership background and experience serving children and their families in ways that promote spiritual formation and discipleship.
- Ability to articulate and implement the vision of Concord Church in a way that reflects a robust biblical worldview.
- Positive attitude and positive approach to problem-solving. Must be solution oriented.
- Computer competency and/or ability to learn quickly in Planning Center, Microsoft Office (Word, PowerPoint, Excel) etc.
- Strong organizational and time management skills and pursuit of excellence through attention to detail.
- Ability to plan for continued personal and ministry growth.
- Preferred – experience including children with neurodiversity and various skill and ability levels.
- Preferred – some college completed successfully.

Essential Functions and Responsibilities:

- o Manage all aspects of ministry to children from birth to 5th grade at Concord Church.
- o Ensure that every ministry environment is intentionally shaped by the Gospel, Scripture and age-appropriate discipleship practices.



- o Maintain strong communication and relationship with Senior Pastor to ensure the vision of the church is implemented in all aspects of children's ministry.
- o Collaborate with Senior Pastor to analyze effectiveness of the ministry and adjust as needed.
- o Track growth for future development.

- Lead and Train Ministry Teams:

- o Recruit, develop, and train high-quality leaders for volunteer roles to execute all aspects of children's ministry for weekend and midweek classes and services.
- o Develop and oversee the implementation of policies and enforce compliance, including—but not limited to—background checks, security procedures in children's areas, and disaster preparedness.
- o Communicate consistently with staff and volunteers.
- o Equip volunteers and staff not only in logistics and safety but also in shepherding children spiritually, modeling Christlike character, and communicating biblical truth with clarity and joy.
- o Lead regular volunteer meetings for all staff and volunteers working with children from birth to 5th grade; this time could be focused on prayer for the ministry, training of new volunteers, empowering staff and volunteers to fulfill their unique roles in advancing the Gospel through this ministry at Concord Church.
- o Function as liaison between children, parents, volunteers, senior staff, and elders.

- Disciple and Encourage Families:

- o Develop healthy community among parents, encouraging and modeling rhythms of family discipleship and such as prayer, Scripture reading, worship and service. Coordinate with Senior Pastor as needed to connect to the adult Sunday morning experience.
- o Provide resources and guidance that help parents embrace their role as the primary disciplers of their children.
- o Communicate with families as a group and individually, particularly when they are new or have been away for an extended period.
- o Provide parent-child "New Christians Class" before baptism to ensure that children understand their decision to follow Jesus and be baptized.

- Develop and Oversee the Sunday & Wednesday Experience for All Children:

- o Develop or locate an engaging Gospel-centered, Scripture-rooted curriculum that reflects the teaching of Concord Church and is inclusive to children of all abilities.
- o Ensure that every gathering includes opportunities for children to hear the Gospel, practice spiritual habits, and grow in their understanding of God's Word.
- o Purchase classroom supplies and set up rooms weekly.
- o Schedule volunteers.

- Manage Special Event Planning for Children's Ministry:

- o Easter focus, Vacation Bible School, Fall event, Christmas presentation
- o Other events as needed



• Complete Administrative Tasks:

- o Oversee all aspects of department administration including payroll, P.O. processing, budget forecasting, purchasing, and departmental account tracking.
- o Develop and/or approve all internal and external communication representing the Concord Church children's department.
- o Maintain current background checks.
- o Maintain and monitor Children's Ministry Facebook pages and website content.

• Coordinate with Other Staff and Church-wide Ministries:

- o Organize paid childcare staffing for applicable events: recruit, interview, and process paperwork with financial office.
- o Coordinate with Youth Pastor to streamline calendaring for families and provide transition for students moving into that department.
- o Coordinate with Maintenance Director for room repairs, upgrades, and equipment.
- o Coordinate with Missions Director or ministry leaders to teach children to serve by planning regular service projects (e.g., local school, Thanksgiving baskets, school supplies, food, Operation Christmas Child, Community Giveaway, Loving and Caring Ministry).
- o Coordinate with office administration to use Planning Center for activity promotion, attendance, registration, payment, and reports.
- o Function as liaison between Concord WEE School and Concord Church ministries.

Physical Demands:

- High energy
- Great deal of walking
- Some lifting and moving furniture like folding chairs and tables
- Some lifting of children

Extent of Public Contact:

- Children, families, and volunteers
- Concord staff members
- Local schools and mission organizations
- Some public speaking from the stage or on video

Personal Attributes:

- Jesus-follower in personal life with evidence of spiritual maturity, humility, and a growing walk with Christ
- Heart for children and their families, with a desire to see them formed by Scripture and anchored in



the Gospel

- Positive attitude, fun, enjoyable
- Heart of a servant
- Loyal, flexible, organized and a team player who models Christlike character in all interactions
- Commitment to the mission and doctrine of Concord Church

Supervision - Staff and Volunteers:

- Staff - up to 2 employees
- Regular volunteers for Sundays and

Benefits:

- Competitive Salary
- Moving Expenses
- Health Insurance
- Matching Retirement
- Paid Holidays
- Paid Vacation
- Collaborative Work Environment
- Supportive Senior Pastor & Elders
- Creative Freedom

