

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

**Status:** Full-Time

**Reports to:** Lead Pastor

**Level:** Exempt

**Supervisory Role:** Yes

**Revised Date:** 5/28/2025

**Supervises:** Children's Ministry Volunteers; Assistant Director of Youth  
(4<sup>th</sup>-5<sup>th</sup> Grade Program)

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### **Organizational Summary:**

The Church of the Good Shepherd is a gospel-centered community of believers who desire to make Jesus known, loved, and worshipped.

### **Occupational Summary:**

The *Director of Children's Ministry* oversees the ministry to the children and families at the Church of the Good Shepherd (ages 3 through 5th grade), primarily to those already within the covenant community and to those who are seeking. Believing that parents hold the primary responsibility before God for teaching, training, and encouraging their children in the faith (Deut. 6:4-9, Eph. 6:4, Prov. 1:8), the role of the *Director* is to supplement and assist parents in their efforts.

The *Director* oversees Sunday School for children ages 3 years old through 5th grade, whenever adult Sunday Morning Classes and Congregational Town Halls are scheduled, as well as Children's Worship for ages 3 through 3<sup>rd</sup> grade during Sunday Morning Worship Services.

The *Director* is part of a team comprising other ministerial, administrative, and program staff at CGS and works in collaboration with them, attending staff and ministry meetings to provide insight as needed.

The *Director* is the key point of contact for the training and staffing of the children's classrooms and Children's Ministry programs for CGS-sponsored events. The work includes the recruitment and scheduling of volunteers for Sunday morning programs and special events, as well as coordinators for Vacation Bible School.

The *Director* collaborates with the *Nursery Director* to oversee the development of (and reinforce the overlap between) broader children and nursery ministry efforts, and the *Director of Youth Ministry*, for the integration of youth in volunteer opportunities and intergenerational connections.

With the addition of more children in our programs, the *Director* will have the option of considering how to manage this growth either through the addition of a *Children's Ministry Assistant* or building a team of dedicated volunteers to help with specific program needs to support Sunday mornings or special events.

**Work Performed:****Recruiting and Equipping (20%)**

- Recruit and train qualified volunteers for Sunday morning programs (typically done over the summer ahead of Promotion Sunday in August) and for CGS-wide events (e.g., the annual Missions Conference).
- Oversee the training of all Children's Ministry volunteers in our C.A.R.E. policies, fostering the safety of the children in CGS programs.
- Recruit/train a team of coordinators for the annual Vacation Bible School (VBS).
- *Optional, as needed:* Organize an informal group of trusted advisors among church members who, as friends and mentors, provide insight and feedback into the Children's Ministry.
- Ensure that background checks are conducted for each Children's Ministry volunteer and that volunteers are properly trained to support the Children's Ministry, providing ample resources (rosters, handbooks, etc.) should they have questions.
- Meet with volunteers one-on-one as necessary to both train and encourage them, ensuring that volunteers of various ages and abilities feel confident and capable.
- Send weekly newsletters to families and email reminders to volunteers, with a short devotional or link to a devotional, and additional lesson details, as needed.

**Event Planning and Execution (35%)**

- Plan, direct, promote, and support the annual Vacation Bible School.
- Provide bi-annual volunteer appreciation events (e.g., gifts and/or a party).
- Plan annual workdays to clean and prepare classrooms for major church transition dates (i.e., Promotion Sunday).
- Collaborate with CGS leadership to plan and provide a program for children to accompany 1-2 churchwide events per year. (For example, a children's program for the Missions Conference.)
- Plan and promote family-centric events. Previous events have included (but are not limited to): CGS Kids Kick-Off, Parents Night Out, Great Out West Fall Fest, Christmas Service Project, Family Camping Trip. The *Director* can choose to continue these or create new events.

**Leading and Praying (10%)**

- Curate/select or write Gospel-centered curriculum, asking the input of other ministry leaders, pastors, and elders as needs arise.
- Dedicate personal prayer time for all aspects of the Children's Ministry.
- Budget wisely to provide for the needs of the Children's Ministry.
- Work with the Director of Communications to promote news, programs, and activities (via the website, emails, and social media) to families and volunteers.

**Hands-On Preparations & Sunday Responsibilities (30%)**

- Work ahead each week to ensure supplies are laid out and prepared in the CE Room for all volunteers; devise crafts/object lessons as needed to amplify children's experience; work with receptionist or volunteers to provide worship bags for children during the worship service.
- Arrive by 9:00 a.m. each Sunday to ensure volunteers are present and ready to work, personally encouraging volunteers and answering questions they may have about their lessons.
- Lead "The Gathering Place" during Sunday School hour.
- Maintain supplies (crafts, snacks, etc.) in both the CE Room and classrooms. Manage inventory and supplies in the classrooms.



- Organize physical space and supplies of the Kid's Concourse, Children's Sunday School rooms, Resource Center and adjoining room, and CE Room.
- Create Sermon Note packets for the 4th and 5th grade students to use during Worship. (These packets can be customized for holidays or special events.)

**Success Metrics:**

- Accuracy and quality of administrative tasks
- Timeliness and responsiveness
- Classroom supply management
- Communication effectiveness
- Overall operational efficiency
- Conflict resolution
- Job knowledge
- Decision-making and problem-solving

**Supervisory Responsibilities (5%)**

- Manage workloads, priorities, and encourage positive team dynamics among volunteers.
- Oversee and collaborate with the Youth Pastor and the Assistant Director of Youth on programs and activities proposed and organized for the 4<sup>th</sup>-5<sup>th</sup> grade students.
- Review and approve volunteer time-off requests.

**Success Metrics:**

- Volunteer satisfaction / turnover rate
- Volunteer recognition and appreciation initiatives
- Assistant Director of Youth experiences strong advocacy and support in the collaboration with the *Director of Children's Ministry* in efforts to build meaningful relationships among the 4-5<sup>th</sup> graders and robust connections to the parents of these students.

**Qualifications:**

Education/Training: Work requires a bachelor's degree in a related field and/or a minimum of 3-5 years of experience, including supervisory/management experience.

**OR AN EQUIVALENT COMBINATION OF RELEVANT EDUCATION AND/OR EXPERIENCE**

**Working Conditions:**

This role typically operates in an office setting to enable attendance at weekly staff and ministry meetings but is designed to accommodate flexibility for remote and off-campus work. As many of the programs take place after standard business hours, this role requires the Director of Children's Ministry to be present during the after-hours events.

The *Director* may miss ~ 6 Sundays/year with appropriate coverage provided/coordinated in advance. Otherwise, vacation time is flexible within reason.



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**Personal Qualifications:**

- Grounded and growing in Jesus Christ as personal Lord and Savior and in His Word.
- Committed prayerfully to the growth of people in their relationships with Jesus Christ as Lord and Savior to His glory and for our good.
- Possessing a humble spirit that seeks to maintain the purity, peace, and unity of the church.
- Possessing strong interpersonal skills, effective communications skills, and a discerning and welcoming spirit.
- If not already, willing to become a member of the Church of the Good Shepherd.