

MOSAIC CHURCH

Title: Children's Director
Classification: Exempt
Hours: Full-Time
Reports to: Executive Pastor of Ministries
Supervises: None
Updated: 7/17/2019

General Summary

Our church and children's ministry are experiencing explosive growth and we need a leader that can help us equip the children that are coming and reach the children that will be coming. Under the general supervision of the Executive Pastor of Ministries, the Children's Director is responsible to partner with other Children's Ministry Staff to oversee all ministries pertaining to birth through 5th grade at Mosaic Church. The Children's Director must be a team player, be a leader of leaders, have a servant's heart, and have full buy-in to the mission and vision of Mosaic Church. Chemistry with the Mosaic staff and dedication to the seven staff commitments is a must. Core competencies must include proficient computer abilities, an "eye" for excellence, and exceptional verbal and written communication skills. The Children's Director must demonstrate a positive "can-do" attitude at all times and possess the ability to work and communicate to both large and small groups.

Responsibilities & Tasks

General tasks include but are not limited to:

- Oversee all programming and ministry for children ages birth through 5th grade, including our weekly services, summer programming, and special events.
- Choose, edit, and prepare the curriculum for each program and each age level.
- Manage the distribution and allocation of curriculum and supplies.
- Create environments, activities, and programming for each age group that will facilitate learning and encourages spiritual growth.
- Recruit, train and develop volunteers to serve within the children's ministry.
- Prepare and manage the budget for children's ministry.
- Create and lead programs or classes that will equip parents to effectively navigate the different life phases of their children.
- Provide a warm and friendly learning environment for children and families.
- Ensure that special events are well publicized by working with the communications team to maximize Children's Ministry marketing efforts (website, social media, printed material, etc.)
- Follow-up with visiting families on a weekly basis.
- Partner with area para-church ministries that are effectively reaching and teaching children.
- Other duties as assigned

Knowledge/Skills/Abilities

- Theologically sound- has a thorough understanding of God's Word and is capable of imparting that knowledge to others.
- People skills- loves children and families; shows love to those they lead, in any capacity.
- Talent scout- natural ability to identify and recruit volunteers.
- Quality manager- ability to identify problems and solve them.
- Communicator- ability to communicate clearly and concisely, both orally and in writing.
- Able to lead multiple projects at once.

- Self-motivated and flexible with strong organizational skills and the ability to work well with timelines and deadlines.
- Demonstrate ability to work independently as well as in a team.

Staff Expectations and Commitments

- Staff members are expected to give to the church and be involved in a Community Group (or a mentoring relationship) for personal, spiritual, and relational growth.
- Staff members are expected to devote themselves to the seven staff commitments:
 - Trust- A winning team is comprised of people who are trusting and trustworthy. When we see a pattern of behavior that causes concern, we commit to running towards difficult conversations and holding one another accountable by being honest and transparent with one another. I've got their back and I know they have mine.
 - Vision- A winning team is comprised of people who are passionate about the vision. We will always provide clarity around what we do, why we do it, and how we do it. We do not just talk about our church; we talk about it in a way that makes the vision contagious.
 - Growth- A winning team is comprised of people who never stop growing. We believe our best days are always in front of us because we will never stop growing spiritually, professionally, and relationally.
 - Teamwork- A winning team is comprised of people who invite teammates into their process. We believe we are always better together. We can achieve more together than we ever could alone.
 - Results- A winning team is comprised of people who hold one another accountable for the decisions made. We call our shots and relentlessly pursue those shots. We call a win a win and a miss a miss. We refuse to paint a bullseye around a stray bullet.
 - Love- A winning team is comprised of people who laugh loud, hard, and often. We do not just have fun as a team, we have fun with our families too. We are committed to knowing one another well so we can love one another better.
 - Ownership- A winning team is comprised of people who think and act like owners, rather than renters. We will not just identify problems. We will find the best solutions and then execute those solutions to make Mosaic better.