

BLANCHARD/LIVING WATER ALLIANCE CHURCH

DIRECTOR OF CHILDREN AND FAMILIES

JOB DESCRIPTION MARCH 2016

Job Summary:

Responsible to develop and implement a comprehensive program of care, evangelism, spiritual growth and service opportunities for children from birth through sixth grade. Responsible for Sunday morning programs and possibly a mid-week program. Responsible for recruiting, training, equipping and development of leaders and volunteers working in the ministry. Responsible to encourage and equip families of elementary students to be Christ-centered role models for their children and assist them in their parenting skills.

Reports to: Director of Spiritual Formation

Terms and Conditions: Part-time with exempt status. Target is 30 hours per week. Salary range \$35,200 to \$38,220. Alliance benefits include medical, dental, vacation and sick days.

Supervisory Responsibilities: Shared supervisory responsibility for the Administrative Assistant to Director of Children and Families and Pastor of Student Ministries. Also supervises volunteers and leaders for the elementary student ministries.

Essential Duties

1. Champion a cohesive plan with our Student Ministries Pastor and Director of Spiritual Formation for children's spiritual growth from birth through early teen years.
2. Serve as a point person on Sunday mornings for all children's ministries in developing vision for the work of shepherding children and their families through supportive relationships and training opportunities.
3. Recruit, screen, train, and oversee workers and volunteers for all ministries from birth-6th grade children, including Sunday morning, midweek and Little Lambs on Sunday mornings. Bring support for children's ministries for Blanchard Wheaton (9 AM), Living Water (11 AM) and Warrenville.
4. Lead the volunteers to understand the vision of children's ministry and implement that vision in the programs on Sunday morning and during the week.
5. Coordinate training of volunteers to ensure the physical safety of children and help leaders evaluate ways to spiritually form children and families.
6. When elementary-aged children are in the worship service, coordinate with pastor for story/Bible passage, re-filling weekly, and securing a volunteer to pass out the bags
7. Select and implement curriculum that allows our children (birth-6th) to meet with God in creative, developmentally appropriate ways.
8. Develop and oversee family events (2-3 per year), parenting classes, and help families learn how to impact their own neighborhoods.

9. Work with the pastoral staff to help our children serve and be part of our weekly worship gatherings.
10. Interact with families, providing supportive relationships that help equip them in their role as the primary spiritual leaders in their children's lives.
11. Provide an annual communion class for families.
12. Child care: Oversee volunteers for childcare at special events: Town Hall Meetings, Annual Meetings, Special Meetings, Conferences, Christmas Eve, Good Friday, Mid-Week programming: Secures screened workers for each special event. Either supervises the event or hires a paid coordinator. Processes check request, pays workers and communicates with bookkeeper workers names and amounts paid.
13. Assist with additional duties as requested.

Qualifications:

1. Statement of Faith: Must be willing and able to sign the Christian and Missionary Alliance Statement of Faith
2. Experience working with children to develop their spiritual growth.
3. Ability to recruit and lead students and adult volunteers to understand a shared vision and execute on that vision.
4. Ability to build relationships with students and their parents that provide encouragement in spiritual development.
5. Ability to listen and counsel with families of students.
6. Bring a high degree of energy and creativity to the role to bring Christ alive to students and support them in their spiritual development.
7. Organize, implement, and follow-through on plans designed to support the vision of elementary student ministries.
8. Handle administrative details as needed.
9. Ability to establish relationships in the community that are focused on reaching elementary students in our community.
10. College degree in education or ministry related field required. Additional studies in ministry discipline is a plus.

Please send resumes to rick@bold-steps.com