

WELLSPRING ALLIANCE CHURCH

DIRECTOR OF CHILDREN'S AND FAMILY MINISTRIES

JOB DESCRIPTION December 2018

Job Summary:

The Director of Children's and Family Ministries will provide leadership at Wellspring to care for the children of our church, recruit leaders, train leaders and families, and to bless the children of our community. In so doing, the Director will help to form a people in Christ to glorify Him everywhere in a diverse community grounded in God's Word and prayer to step out in discipleship for mission. Wellspring Alliance Church is a growing, multicultural church with two campuses in Wheaton and Warrenton that was formed in 2015 by the merger of an Asian-American and Anglo-American congregation with an average Sunday attendance of around 750, 100 children and 50 youth.

Reports to: Pastor of Spiritual Formation

Terms and Conditions: Full time with exempt status; 40 hours per week

Supervisory Responsibilities: Children's Ministry Assistant and the Little Lambs coordinator. Oversees leaders and volunteers in the children's ministry.

Essential Duties:

1. To care well for the children in our church by, e.g.,
 - a. Serve as a point person on Sunday mornings for all children's ministries in Wheaton and support the point person at Warrenton by making sure programs are running smoothly each week with classrooms ready for the children.
 - b. Ensure all classroom teacher schedules are reviewed early each week; work with the Ministry Assistant and leaders to fill vacant spots prior to each Friday. Encourage a culture and system where teachers can find their own substitutes.
 - c. Ensure the physical health and safety of children by reviewing Wellspring policies and monitoring their regular implementation (CPR, fire drills, drop off/pick up of children, background checks/references, etc.)
 - d. Oversee the children's areas environments for safety and aesthetics. Work with the Children's Ministry Assistant to make sure teachers have ample supplies as needed.
 - e. Child care: Oversee volunteers for childcare at special events such as 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
 - f. Supervise the child care for our weekly Tuesday women's Bible studies (Little Lambs).
2. Recruit qualified leaders by, e.g.,
 - a. Recruit, screen/interview, train, and oversee leaders for all ministries from birth to 6th grade children Sunday mornings, Wednesday night programs, and for special church events as needed.
 - b. Develop a core team of volunteer leaders (one each for Early Childhood and Elementary at Wheaton, and one for Warrenton) who in turn support the Director and volunteers. Train core team leaders to lead volunteers.
 - c. Develop a core group of volunteers who commit to regular weekly or bi-weekly schedules.

- d. Develop a reliable substitute list for absences that need to be filled Sunday mornings. Test a co-op model where parents are the “extra pair of hands” a couple times per year.
3. Develop excellent leaders and families by, e.g.,
 - a. Develop a Children’s Education Board to act as a sounding board regarding the vision for children’s programming, drawing on the expertise in the congregation regarding children’s spiritual formation and developmentally appropriate programming and curriculum that allows our children, birth-6th, to meet with God in creative ways.
 - b. Implement that vision well by creating an annual training plan for leaders and volunteers; this can include providing articles, blogs, etc. on pertinent topics, but should also include one annual training day. Include knowledgeable Wellspring members as presenters/facilitators.
 - c. Champion a cohesive plan with our Student Ministries Pastor, Pastor of Spiritual Formation, and the CE Board for children’s spiritual growth from birth through early teen years
 - d. Interact with families, providing supportive relationships that help equip them in their role as the primary spiritual leaders in their children’s lives
 - e. When elementary age children are in the worship service, offer ideas to the pastor for story/Bible passage. Oversee Children’s Ministry Assistant in making sure worship bags are filled and distributed.
 - f. Coordinate and/or teach parenting classes 2 times per year and an annual communion class for families drawing on the expertise within the congregation for presenters and facilitators.
 4. Bless our community by, e.g.,
 - a. Explore ways to expand our ministry to children in our community
 - b. Collaborate with Director of Hospitality and Youth Pastor to co-lead Kids Camp in the summer and Lincoln School tutoring program weekly during the school year.
 5. Assist with additional duties as requested such as, e.g.,
 - a. Process check requests, pay workers, and communicate with bookkeeper the worker’s names and amounts paid
 - b. Assist with the preparation and management of annual budget

Qualifications:

1. Statement of Faith: Must be willing and able to sign the Alliance Statement of Faith
2. Demonstrable strong ability as a leader/administrator and team player
3. Experience working with children to develop their spiritual growth in a church setting
4. Ability to recruit and lead students and adult volunteers to understand and execute a shared vision
5. Ability to build relationships with children and parents to encourage spiritual development
6. Ability to listen and counsel with families of children
7. Ability to bring a high degree of energy and creativity to the role to bring Christ alive to children and support them in their spiritual development
8. Ability to organize, prioritize, implement, and follow-through on plans designed to support the vision of the Wellspring Kids Ministry.
9. Ability to handle administrative details accurately and efficiently and use office computer systems to their advantage
10. Ability to navigate different cultures
11. Ability to establish relationships and programs in the community that are focused on reaching children in our community

12. College degree in education or ministry related field required; additional studies in ministry discipline a plus

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