

HOPE CHURCH
77 W. 11th St., Holland, MI 49423

JOB DESCRIPTION

- Title:** CHILDREN'S MINISTRY DIRECTOR
- Reports to:** with a yearly review in consultation with the Christian Education Ministry and Personnel Committee
- Hours of Work:** This is a part-time salaried position: 20 hours a week, 16 hours during the week and 4 hours on Sunday morning
- Position Purpose:** The Children's Ministry Director provides a vital children's program ministry to further the church's Christian mission.
- Job Summary:** The Hope Church Children's Ministry Director coordinates the Christian Education ministries for children through 5th grade, including Church School, Children In Worship, Nursery, Summer Church School, Advent and Lent Activities, and special events. It is the expectation that the entire staff will work cooperatively to fulfill the mission of the church.

Essential Duties and Responsibilities:

Church School:

Recruit and support teachers in conjunction with the Christian Education Ministry and Pastors

Recruit and assign youth interns to work in Sunday Church School program

Order and assess curriculum in consultation with Christian Education Ministry and Pastors

Maintain supplies needed

Maintain bulletin board displays

Children In Worship:

Recruit and support of leaders/make training info available/training of doorkeepers

Coordinate preparation of rooms for the Fall program and meet with staff for planning and orientation

Prepare story schedules and Children In Worship brochure - coordinate with weekly bulletin announcements

Coordinate group meetings for liturgical seasons

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Coordinate music in Children In Worship with liturgical music in worship

Review curriculum and be familiar with each room's stories

Order story materials/purchase response & feast supplies

Bulletin board and displays in the Children in Worship waiting area hallway

Designate and coordinate yearly offering with Church School

Coordinate orientation, bibles, and miniature parable boxes for incoming 3 and 4 year olds

Distribute Bibles to 2nd graders

Nursery:

Work with Christian Education Ministry to staff nursery

Recruit and organize Youth Interns to assist with nursery

Work with Christian Education Ministry to maintain and assess needs for the nursery

Special Events:

Coordinate fall kickoff for Church School and Children In Worship

Coordinate Epiphany event in worship for 4th/5th Children In Worship

Coordinate Children's Sabbath activities, including Reverse Offering/Prayer PALS

Advent, Lent and Mid-week Activities:

Coordinate church school activities for 4yr-5th grade during the Advent Season

Coordinate children's activities during Wednesday evening Lenten Study

Coordinate children's activities for periodic mid-week Bible studies and special events

Summer Church School:

Select curriculum, recruit and support leader for Summer Church School

Work with Inter Parish Council Area Vacation Bible School if appropriate

Other Responsibilities:

Implement the Child Protection Policy as it applies to Christian Education activities

Maintain regular communication with the congregation through Hope Church News

Support the Parents and Young Children group

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Serve as a member of the Christian Education Ministry

Serve as a member of the Outreach & Hospitality Ministry

Work with the Christian Education Ministry and Pastors to develop the education ministry

Work with staff for classroom readiness at fall start-up and throughout the year