

JOB DESCRIPTION

JOB TITLE:	Children's Ministry Director
EMPLOYMENT TYPE:	Full-time, Permanent
HOURS PER WEEK:	40
REPORTS TO:	Congregational Care Pastor
CATEGORY:	Ministry/Pastoral Staff

JOB OVERVIEW:

The Children's Ministry Director (CMD) is responsible to provide leadership, development and oversight to all Children's Ministry initiatives under the umbrella of Riverwood Kids. This individual will create dynamic environments for spiritual learning and life change for children in grade 5 and under. It will be the task of the CMD to develop the Riverwood Kids curriculum with the goal to help each child grow and be rooted in the following core biblical principles: L1 - Living Intimate with God, L2 - Living in Deep Community and L3 - Living Lives of Influence.

TIME REQUIREMENTS:

General office hours are 9:00am to 5:00pm, Tuesday to Friday. Must also be available for weekend worship services. A flexible weekly schedule, including hours worked remotely, can be requested and developed in agreement with the immediate supervisor.

RESPONSIBILITIES:

TEACHING THE SCRIPTURES

30%

- Develop and/or source age-appropriate Biblical curriculum for Riverwood Kids that is consistent with Riverwood's statement of faith.
- Champion the challenge of teaching Scriptural/Biblical truth in an age appropriate way to children.

DISCERNING THE SPIRITUAL VISION FOR RIVERWOOD'S CHILDREN'S MINISTRIES

20%

- Prayerfully discern the vision and direction that should guide Riverwood's Children's Ministries. This vision is to be ratified and affirmed by the Congregational Care Pastor on an ongoing basis.
- Oversee the effective communication of the vision, direction and progress.
- Ensure the ongoing development and implementation of a written strategic plan and goal process (minimum 3 years) that is in alignment with Riverwood's goals, mission, and values.
- Dedicate time to personal spiritual development.

DISCIPLESHIP & PROGRAMMING **20%**

- Ensure that curriculum and activities are carried out in an age-appropriate environment.
- Create and maintain Children's Ministry environments that are welcoming, clean and organized.
- Provide a safe environment for children, and volunteers as outlined in Riverwood's Child Safety Policies.

OVERSEE MINISTRY STAFF AND VOLUNTEERS **10%**

- Oversee and manage full time and part-time Children's Ministry staff.
- Lead, manage, recruit and train volunteer teams and lay leaders.

PASTORAL CARE AND SHEPHERDING **10%**

- Equip and support parents to expand their spiritual influence with their children.

ADMINISTRATIVE DUTIES/OTHER **10%**

- Prepare and manage relevant ministry budget(s).

OTHER:

Staff members at Riverwood are expected to whole-heartedly sign on and affirm God's distinct thumbprint on Riverwood as defined in our statement of faith, mission, vision, values and goals. All staff are required to complete the Riverwood Covenant Community course and be in full alignment with the requirements of Covenant Community. It is also expected that every staff member makes every attempt to be involved in the full life of the church, attending church services, and church functions.

DISCLAIMER: *The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not to be construed as a complete list of all responsibilities, duties and skills required of the individual. All hired staff may be required to perform duties outside of their normal responsibilities from time to time, as needed.*