

# Director of Children's Ministry

**About this Role:** Create, manage, lead, and direct all aspects of Children's Ministry with a love of God and people and a passion for creatively presenting Biblical truth to children (birth through sixth grade).

Milaca Evangelical Free Church (MEFC) aligns with the Evangelical Free Church of America (EFCA) Statement of Faith.

**Responsibilities Include but are not limited to the following:**

## **Children's Programming Responsibilities:**

- Set direction for Children's Ministries for Sunday morning, mid-week activities (e.g. Wednesday night, Good News Club), special children's events within MEFC and community outreach, and childcare for worship service & special events.
- Identify, evaluate, select, and develop curricula which aligns Children's Ministry with the overall ministry and direction of MEFC.
- Review and/or develop lesson plans for structured teaching ministries (e.g. Sunday morning, Wednesday night).
- Communicate with parents to establish a partnership and share information and MEFC ministry leaders to promote synergy across MEFC family ministry areas.

## **Leadership Responsibilities:**

- Establish and monitor annual goals and objectives for Children's Ministry in alignment with overall MEFC vision.
- Recruit, coordinate, and disciple volunteers in alignment with the goals and objectives for Children's Ministry, including leading meetings to plan, train, and communicate. Delegate as appropriate.
- Present Children's Ministry programs, successes, and needs to the MEFC church body and, as applicable, to the Milaca community through various avenues of communication.
- Ensure execution of effective child check-in/check-out, volunteer screening procedures, and volunteer training to promote child safety.
- Engage volunteers, staff, and children to attract and retain ongoing participation.

## **Administrative Responsibilities:**

- Manage Children's Ministry budget, including purchasing and allocating supplies and resources.
- Provide staff presence in the general church office tasks 2 days a week, combining church administrative tasks and children's ministry tasks.

**Required Qualifications:**

- 2 years of experience in children's ministry and/or management of children's programs
- Experience leading teams and/or volunteers
- Experience teaching children and evaluating and/or developing curricula
- Microsoft Office and/or Google Office capability
- Live a lifestyle that is above reproach (I Peter 3:16)
- Willingness to both disciple and be discipled
- Membership at Milaca Evangelical Free Church, can be fulfilled after hire

**Preferred Qualifications:**

- Bachelor's degree in relevant area of study
- Experience using social media and creating printed and on-line media to professionally communicate

**Position Reports to:** Lead Pastor

**Position Status:** 40/hrs week, majority of responsibilities performed on-site during MEFC office hours and/or program hours

**Starting Salary Range:** \$42,000 – 45,000

To apply for this position, please send an email to [pastortyler@milacafreechurch.com](mailto:pastortyler@milacafreechurch.com) with the following:

1. A resume
2. A cover letter
3. A confirmation that you are able to legally work in the U.S.