

Christ Venice Church – Job Description

Director of Children's Ministry

Purpose Statement:

The Children's Director leads a vibrant, Christ-centered ministry that helps children (birth through 5th grade) know Jesus, grow in their faith, and experience the love of God through age- appropriate teaching, worship, and community. This role also equips volunteers and partners with families to cultivate a lifelong foundation of faith.

Reports To:

Senior Pastor

Status:

Full Time (40 hours)

Key Responsibilities:

- Oversee Sunday morning children's ministry (nursery, preschool, elementary and special needs).
- Select and implement biblically sound, engaging curriculum.
- Recruit, train, and shepherd a team of volunteer leaders and teachers.
- Create safe, fun, and welcoming environments where every child is known and loved.
- Partner with parents as the primary disciple-makers in their children's lives through communication, resources, and encouragement.
- Plan and lead seasonal events such as VBS, Family Worship Sundays, and outreach opportunities.

Win Statement:

You'll know you're winning in this role when kids are excited to come to church, parents feel supported and equipped, and volunteers are engaged and growing in their leadership.

Core Competencies

- **Spiritual Maturity** – Models personal faith and leads from a life anchored in Christ.
- **Team Leadership** – Builds a healthy, joyful volunteer culture marked by encouragement and accountability.
- **Child-Focused Vision** – Crafts environments and experiences that help children experience God's love.
- **Organizational Strength** – Manages details, systems, and communication with clarity and care.
- **Inclusive Ministry Heart** – Committed to welcoming and supporting children with special needs.

Qualifications

- A professing Christian committed to spiritual growth and aligned with Wesleyan theology.
- 2+ years of experience in children's ministry, education, or related field preferred.
- Strong administrative, interpersonal, and communication skills.
- Knowledge of child development, discipleship strategies, and inclusive practices for children with special needs.
- Completion of Ministry Safe certification and CPR/First Aid preferred.

Team Collaboration & Expectations

- Works closely with: Senior Pastor, Youth Director, Office Administrator, Worship Team, and volunteers.
- Fully engaged on Sundays and available throughout the week for ministry planning, preparation, and pastoral presence.
- Participates in weekly staff meetings and all-church events.
- Represents Christ Venice Church with warmth, integrity, and a servant-hearted posture.