



If you are interested in applying for this position, complete and application with a cover letter and email it to portiacwhite@yahoo.com

Director of Children's Discipleship

Non-Exempt Part Time Position:

25 hours per week

Primary Function:

To coordinate the Christian Education ministry in Infant – 5th grade to fulfill the mission and vision of Christ Community Church Montreal (CCCM).

Responsibilities:

Children's Ministry

- Coordinate all children's ministry program components – Infant – 5th grade. This includes: Sunday School, Wednesday night programs, VBS, nursery and childcare. Periodic programs may include Christmas, Easter Events, and other programs developed in CCCM mission;
- Create opportunities to provide ministry for moms, dads and children connected to the Children's discipleship ministry;
- Work with the pastors and CCCM staff members to connect children's ministry to the larger vision of the church;
- Work with the Director of MMS to coordinate facilities and connect their families into the ministry of CCCM;
- Promote all children's discipleship ministry related events to the congregation and community, working with the communications department when needed;
- Evaluate, select and purchase curriculum quarterly/annually;
- Conduct annual written evaluations for any staff members;
- Stock all materials and snacks;
- Maintain proper security, sign-in/sign-out, and attendance for each age level;
- Other duties as assigned by supervisor or Pastor.

Nursery/Childcare Responsibilities

- Provide oversight and direct supervision for all aspects of Children's Ministry staff members and volunteers during and outside regular service times;
- Recruit and interview all volunteers for nursery age groups;
- Train and supervise all volunteers and staff in children's ministry in the vision, standards, policies, procedures and expectations of CCCM;



- Maintain and review all timecards and on-site supervision;
- Maintain all attendance coverage and substitutes when the hire staff is sick, late or takes annual leave time;
- Assist the church staff members, session, outside groups, weddings, or church ministry committees, in planning and implementation as requested for children's programming, and childcare services during any function at the Henry Building or off-site as requested or agreed upon that involves children ages birth–5th grade;

Financial Responsibilities

- Provide annual budgetary needs for Children's Discipleship Ministry to the Church Administrator;
- Stay within the budgetary parameters for approved budget;
- Maintain records of all expenditures for each areas of program responsibility.

Administration

- Follow the protocol set forth by HR for the hiring of all paid staff and volunteers.
- Work with church staff on managing ministry details (e.g. mandated background checks on volunteers, event planning logistics and registrations, and ordering supplies);
- Recruit, interview, and train (paid and volunteer) teachers and aides for all children's ministry;
- Supervises Childcare/Nursery coordinator, nursery staff members and volunteers.

Accountability

- Supervised by the Senior Pastor;
- Submit a written report to the session monthly;
- Participates in annual job performance evaluation;
- Professional development as needed and mutually agreed upon;
- Works interdependently with colleagues;
- An active member of Christ Community Church Montreal;
- Adheres to policies as stated in the CCCM Ministry Standards Handbook.