Position Description | Director of Children’s Ministries
August 2021

This part-time, fifteen hour per week, paid position is responsible for giving direction to the Children’s Ministry of Georgetown Church (birth – fifth grade).

This position provides direction for Georgetown’s ministry priority: Nurturing full devotion to Christ.

1) Responsibilities
   a) Provide direction, support, and oversight for ministries with children, including...
      i) Childcare Center
      ii) Children’s Worship
      iii) Summer Worship Programs (Sonshine Worship)
      iv) Kingdom Kids
      v) Cadets
      vi) GEMS
   b) Work with the Director of Faith Formation and Pastors in giving leadership to the Going Public program
   c) Recruit volunteer leaders and work closely with them providing leadership, training, counsel, and encouragement.
   d) Review, evaluate, and provide Biblical, age-appropriate curriculum and other needed resources for teachers and leaders.
   e) Create inviting, safe space for Children’s Ministry programs.
   f) Regularly evaluate the effectiveness of each program, making necessary adjustments and proposing new programs when existing programs are no longer effective.
   g) Maintain good communication with volunteers, families in the congregation, and the broader church community.
   h) Develop personal relationships with children of the congregation and their families as well as guests.
      i) Prepare an Annual Report for the Council.
      j) Draft and manage the Children’s Ministries budget.
      k) Work collaboratively with staff on various ministry initiatives
      l) Serve as a member of church leadership teams (i.e., the Ministry Visioning Team, Faith Formation Advisory Team).

2) Spiritual and Personal Qualifications:
   a) A love for children and a passion for children’s ministry.
   b) A growing relationship with Jesus Christ and a mature, Christian lifestyle.
   c) An understanding and belief in the tenets of the Reformed Christian faith
   d) A commitment to working with the pastors and staff in carrying out the vision and goals of Georgetown Church.

3) Accountability and reporting:
a) As a member of Georgetown Church staff, the Director of Children’s Ministries is accountable in the day-to-day performance of his/her responsibilities to the Pastor of Faith Formation and Preaching.

b) The work and performance of the Director of Children's Ministries will be reviewed and evaluated annually by Pastor of Faith Formation and Preaching with assistance from Administrative Support Team.

c) The Director of Children’s Ministries will participate in regular meetings with the ministry staff for the purpose of prayer, sharing ideas, planning, support, and encouragement.

d) Meet regularly with the Pastor of Faith Formation and Preaching and Discipleship and the Faith Formation Advisory Team.

Note: As a director of ministry, membership at Georgetown is expected within one year of employment.