

### **Children's Ministry Director**

This is a part time position with full time possibilities.

The ROCK (Portland Indiana) is a contemporary church with a casual environment and a serious faith. Our mission statement is "Fully Connecting People With God And With Each Other."

We are seeking a Children's Ministry Director. This person would be a devoted follower of Jesus Christ. This person must be able to mesh with the current staff, be a dependable self-starter, creative and have leadership, teaching, and some computer skills along with a huge heart to work with children.

The main duties of The Children's Ministry Director focus on passion for working with children (infant through 5th grade) and their families. Responsibilities include managing, leading, and guiding the children's ministry. They also include but are not limited to the following:

- Direct the three areas of the ministry, Sandbox (0-2), Pebbles (3-5), The Cave (K-5<sup>th</sup> grade)
- Work with the 3 volunteer coordinators for each of the areas
- Cast and implement vision for the children's ministry
- Recruit and train volunteer leaders
- Prepare and lead regular meetings with ministry volunteers
- In charge of the "Reducing the Risk" training and paperwork for volunteers
- Manage and implement overall curriculum
- Weekly preparation of curriculum, crafts, games, for the Pebbles, and Cave area
- Creating presentation slides, and preparing media on computer for The Cave
- Partner with Parents to fully engage them in their child's spiritual journey.
- Develop and atmosphere of parental participation in the Children's Ministry.
- Organizing and publishing a monthly volunteer schedule.
- General use and care of children's A/V equipment.
- Leading and organizing a VBS type program each summer for the community
- Basic administration duties for ministry
- Participates in weekly staff meetings.

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The Senior Pastor is the direct supervisor of this position.

This position is required to report to the ROCK Leadership Team and attend monthly Leadership Team Meetings as needed.

If you feel this position is for you, please email your resume and a short description why you feel you are the perfect person for this job to: [staffing@therockjc.org](mailto:staffing@therockjc.org)