

Crestview Church Children Ministries Director

ORGANIZATIONAL INTELLIGENCE

- Always make sure the Lord is at the center of everything – message, song, craft, service
- Plan academic year and summer term curriculum
- Awareness of updated policies and processes set by staff, council, and CRC
- Keep learning spaces clean and organized
- Keep documents organized and archived as needed
- Monthly communication and planning with supervisor and fellow staff.
- Work alongside information manager for announcements
- Email volunteer reminders and requests weekly

SUPERVISING

- Maintain professionalism with volunteers
- Give volunteers freedom to tailor and showcase their own creativity with lessons
- Be available during church hours in person, and reply to volunteers and staff within 24-48 hours of e-communication
- Conduct and regulate background checks every 2 years for current volunteers; before starting for new volunteers

TEACHING & OUTREACH

- Have minimum number (2) of volunteers in each class
- Children's special events for each major holiday or celebration (Christmas, Easter, spring picnic, fall kickoff, others as desired)
- Two community-encouraged events related to children's ministry (egg hunt, bike to work day, trunk-o-treat, others as desired)
- Review curriculum with co-director or supervisor to assess any changes needed
- Encourage all leaders to trust in God when in doubt, confused, disheartened or frustrated

PROFESSIONAL TOOLKIT

- Personal growth and strengthening of love for Christ, His people, and the ability to articulate that with others
- Join a committee with Crestview (community)
- Maintain professional relationships and trust with all program staff and council
- Maintain and enjoy having a servant attitude
- Lead by example