

OMBC Children's Ministry Director

Position:

Children's Ministry Director

Working Relationship:

1. Responsible to the Pastor as head of all staff.

Basic Function:

Work with the Pastor in developing, organizing, communicating, implementing, and evaluating the children's ministry.

Responsibilities:

- *A committed and active member of the church.
- *Oversee Sunday morning, night and any mid-week children's programs.
- *Order material/literature for children and teachers
- *Meet with teachers (ss planning meeting) to prepare & hear the needs of each teacher and class (planning day will be decided by everyone involved)
- *Buy any art & craft supplies needed for each class & (Snacks also)
- *Have attendance sheets updated
- *Have guest, birthday, etc. cards available for each teacher to send to their students
- *Recruit teachers
- *Oversees Sunday night classes
- *Have substitute teachers to fill-in when the teacher is unavailable or out
- *Meet with Pastor when needed

Children's Ministry Classes:

SM – Nursery through 6th grade

SN – Nursery through 6th grade

Qualifications:

- *At least three years of experience as Children's Director preferred.
- *At least three years working as Children's teacher in a church setting.

Hour & Salary:

- *Twenty (20) hour work week.
- *\$18,000 annual salary
- *\$50 cell phone stipend