



### JOB DESCRIPTION

Position: **North County Children's Ministry Director**

Reports to: **North County Campus Pastor**

Position Status: **Full-Time, Exempt**

Department : **Satellite**

Effective: **November 2011**

Replaces: **New Position**

Position Number: **RC-39-11**

Posting Date: **November 14, 2011**

1<sup>st</sup> Closing Date: **November 21, 2011**

### Position Summary:

The Children's Ministry Director will oversee and direct a comprehensive Children's Program (newborn through grade 5) to grow children in their walk and understanding of Jesus Christ. The Children's Ministry Director will be responsible for assisting parents in teaching their children to become fully-devoted followers of Christ to accomplish the mission and vision of the Rock Church as it applies to children. The Children's Ministry Director will report to the North County Campus Pastor.

### Job Responsibilities and Duties:

1. Develop and implement a strategic ministry plan for Nursery through 5th grade.
2. Design, establish, and maintain an effective organizational structure.
3. Recruit, train, supervise, and mentor paid staff and volunteer leaders who have a passion for shepherding and disciplining children.
4. Develop and maintain the Children's Ministries budget.
5. Research, select, and monitor the effectiveness/appropriateness of curriculum used by all Sunday School departments.
6. Provide on-going training support for all paid and volunteer staff, including enrichment workshops and training materials.
7. Coordinate and oversee the administrative work needed to effectively manage the Children's Ministries.
8. Regularly communicate Children's ministry issues and concerns to the pastoral staff, board, and congregation.
9. Develop and maintain appropriate safety and security guidelines including criminal background checks, training on health issues and procedures to ensure the safety of all children and staff.
10. Oversee the planning and execution of all events, programs, and services for children (infants through 5th graders).

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the North County Campus Pastor.

### Job Skills and Requirements:

1. At least two years experience in a management or leadership position.

2. Previous experience in a children's ministry.
3. Excellent interpersonal skills.
4. Excellent verbal and written communication skills. Legible writing skills.
5. Strong organizational skills.
6. Ability to recognize and maintain confidentiality as appropriate.
7. Experience in conflict resolution.
8. Demonstrated ability to provide directional leadership.

### **Expectations of Staff:**

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Strategic Ministry Model.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

### **Physical Requirements**

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

### **Employment At-Will:**

All employees of The Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate and employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.