



Outfitting The Church To Influence The World

595 Graafschap Rd., Holland, MI 49423, 616-796-3370, www.cmcholland.org

*"... to equip God's people for works of service, so that the body of Christ may be built up."
(Ephesians 4:12)*

Mission of Staff

The mission of the staff at Christ Memorial Church is to Outfit the church to Influence the world.

Vision of Staff

Christ Memorial Church will develop and maintain a spiritually and emotionally mature staff of professionals who will build effective volunteer ministry teams that accomplish the mission of CMC.

As Christ Memorial staff members as well as brothers and sisters in Christ we commit to:

- *Focus on the mission, vision, and values of CMC – We share ownership of the mission of CMC and contribute to its success by setting clear priorities for achieving our mission.*
- *Value the whole person – We demonstrate honesty, kindness, respect workstyles, support work-home balance, have fun, include all cultures and backgrounds, and show respect and grace to each other.*
- *Communicate openly, respectfully, and directly – We share information, communicate in a timely and clear manner, assume positive intent, acknowledge others, respect deadlines and time of co-workers, and address differences directly through candid conversations.*
- *Collaborate as a team – We ask for and offer help, understand one another's roles, seek varying perspectives, set clear expectations and work as a team. We cross-train for effective support when a need arises.*
- *Continuously growing – We seek opportunities to grow in our faith and position at CMC. We support others in their learning experiences, demonstrate grace, discuss failures, learn, and share.*
- *Set high standards and hold ourselves and each other to them – We are good stewards of the resources God has given us and ensure diverse perspectives contribute to our decision making. We celebrate our different gifts and talents and learn to work well with each other's unique styles.*
- *Confidentiality – We work to serve our community and must respect the confidentiality of each person we work with.*
- *Policies and Procedures of CMC – We seek to understand policies and procedures and follow them to the best of our ability. Having collaborative conversations when changes need to be made.*

Position Title: Director of Children's Ministries

Position Status: Full Time Salaried

Reports to: Pastor of Formation

Position focus: The ability to engage with, build, and equip a team of high-capacity and diversely gifted staff and volunteers to nurture children (infant-4th grade) and families to be impacted by the mission of Christ Memorial Church.

Works cooperatively with: Discipleship, connections, communications, and missional living teams to effectively support families to provide a solid Christian foundation for children.

Primary Strengths Required:

- Vision for excellence
- Outgoing, fun, and playful attitude consistent with engaging children at their level
- Experience in supervising staff and volunteers
- Relational skills with staff, parents, children, and volunteers
- High level of initiative, time management skills and ability to meet deadlines
- Ability to train, supervise and delegate
- Excellent written and oral communication skills
- High organizational abilities
- A love for discipleship

Responsibilities:

- Supervise coordinate & schedule all children's ministries staff and volunteers
- Engage in recruiting, training, and organizing staff and volunteers to serve children and families through the creation of excellent Christian formation experiences on Sunday mornings, and other creative opportunities during the week and throughout the rest of the year.
- Help outfit parents to be an influence in their children's faith formation
- Analyze and assess departmental goals, issues, and growth areas and develop strategies to make improvements
- Implement curriculum and program changes where necessary
- Provide a safe, secure, and hospitable environment where families feel welcome
- Ensure policies and guidelines are met in all areas of children's ministries (infant – 4th grade) with a focus on health and safety
- Communicate consistently with staff, congregation, and parents
- Create and manage department budget and expenses
- Facilitate all children's ministries administrative needs
- Maintain department records, registrations, databases, resources, and calendar
- Work with communications team to create and implement all publicity for children's ministries (handbook, brochures, newsletters, weekly bulletin and emails, outside media/advertisement, website)
- Participate in full staff events, conferences and other activities with Christ Memorial as needed
- Provide additional assistance where needed

Essential Skills and Training:

- Proficiency in mobile apps, Microsoft office, social media
- CPR Certification, with training provided every 2 years

Recommended Schedule (including required meetings):

Sunday: 8-12

Monday: 9-4

Tuesday: 9-4 (staff meetings every 2nd & 4th Tuesday of each month)

Wednesday: 9-12; 4-8

Thursday 9-4

Friday:

Saturday:

Flexible: 8 hours flexible

Position Description current as of: August 23, 2022