

# **POSITION DESCRIPTION**

## **Director of Children and Family Life Ministries**

**(This is a 30-hour per week position)**

### **I. Responsibilities**

- A. To provide overall vision and oversight for all aspects of ministry to children from birth through elementary school.**
- B. To recruit, train and encourage volunteer leaders for children and family life ministry.**
- C. To develop and oversee weekend, midweek and summer ministries for children, for the purpose of spiritual nurture, evangelism and family health purposes.**
- D. To collaborate with other ministries as needed.**
- E. To create ministries to equip and encourage families for loving, lasting relationships.**
- F. To create and maintain a safe environment through the development of policies, training and procedures for volunteers, together with ensuring a safe physical environment.**
- G. To actively participate in the Mountain Park Church community.**
- H. To continue spiritual growth.**

### **II. Accountability**

- A. Accountability to the Senior Pastor for job related responsibilities.**
- B. To appropriate ministry teams for communication and liaison.**

### **III. Qualifications**

- A. A demonstrated commitment to a personal relationship with Christ, to the Body of Christ and to His work in the world.**

- B. Ability to function as part of a team, with the pastoral staff, the elders, and other church volunteers, keeping in view the whole of Mountain Park Church ministry.**
- C. Sufficient training and experience and a degree in the area of education, child development or equivalent to be able to exercise effective leadership and to establish standards of excellence**
- D. Ability to work energetically and in a self-disciplined manner, organizing one's work independently within overall agreed-upon goals.**
- E. Positive, cheerful, loving attitude.**
- F. Evident people skills.**
- G. Demonstrated effectiveness in:**
  - Equipping parents and other adults for outreach to children and spiritual nurture of children;**
  - Developing and administering Sunday School programs as well as a variety of mid-week and summer programs;**
  - Implementing contemporary models of children and family ministries in seeker-sensitive, purpose-driven churches;**
  - Providing biblically-based, application oriented teaching related to parenting and family life; and**
  - Planning and administering intergenerational, family-oriented activities and recreation, for outreach as well as for edification.**