**Job Responsibilities** **for Children’s Ministry:**

* Pray for the children of Grace Bible Church and the children’s ministry
* Coordinate, administrate, and recruit volunteers for Children’s Ministry and children’s Sunday worship, i.e. background checks of volunteers, attendance records, and supplies
* Work with staff to fulfill vision, direction, and planning toward broader church goals
* Select, acquire, and implement curricula materials; Coordinate selection with Pastor of Spiritual Development
* Lead, plan, coordinate, and promote outreach events, i.e. Vacation Bible School and all Children’s

Ministry events

* Train and coordinate volunteers in various aspects of volunteerism, classroom support and teaching/storytelling
* Participate in weekly Grace Bible Church staff meetings, Partnership classes, and SLT meetings

**Additional Responsibilities:**

* Use office equipment and computers (use of Mac’s preferred)
* Perform other tasks and responsibilities as assigned by the Pastor of Spiritual Development

**Job Skills and Requirements:**

* College degree or certificate of training in related field is preferred but not required
* Experience in faith-based children’s ministry is preferred but not required
* Born again believer who maintains personal growth in relationship to God and His word and the Bible
* Member of Grace Bible Church or become a member if selected
* Exhibit and practice good listening and communication skills
* A commitment to influence and affect children’s lives with the Gospel of Christ
* Pursue professional/ministry leadership development and growth (e.g. attend events, online trainings, meet with other children’s directors, etc.)
* Broad knowledge of child development characteristics-infant through preteen ages
* Recognize and support parents as the primary spiritual leaders of their children
* Must have a “can do” attitude. Every employee at GBC oversees tasks or performs duties that fall outside of their job description from time to time. We are team players getting done what needs to get done for God and His people.

Please send resume to lauren@gbcakron.org

Position Title: Children’s Ministry Director

Position Incumbent:

Reports To: Pastor of Spiritual Development

Position Status: Part Time

(28 Hrs Per Week)

Date:

**Position Summary:** To coordinate and develop all the components of the children’s ministry infant to grade 4.