



Director of Discipleship: Children’s Ministry

Primary Function:

The **Director of Discipleship: Children’s Ministry** will intentionally invest in our children’s ministry leaders and volunteers, working to equip them to effectively lead our Children’s Ministries: Nursery, Kidz Church, GEMS, Cadet, VBS, Summer Camp

Summary: *Primary Responsibilities Include*

- Equip our Children’s Ministry leaders and volunteers for works of service, so that the body of Christ may be built up.

Full position: to a max of 20 hours per week

Location: Working from the church office

Reporting: Reports to the Executive Pastor with written reports to Administrative Board and Pastoral Elders

Position Responsibilities: (included but are not limited to, the following)

<p>The Director of Discipleship: Children’s Ministry is responsible for Gateway’s <u>Nursery, Kidz Church, GEMS and Cadets</u> and will:</p>
<ul style="list-style-type: none"> • Equip and disciple Gateway’s Children’s Ministry leaders and volunteers to develop and maintain a thriving, multi-generational ministry by implementing fellowship, worship, biblical teaching, discipleship, and evangelism
<ul style="list-style-type: none"> • Ensure that enough volunteers are available and equipped to serve in these ministries
<ul style="list-style-type: none"> • In partnership with the Pastoral Staff, develop and/or provide curriculum for children’s ministries that faithfully reflects the Reformed tradition
<ul style="list-style-type: none"> • Work in partnership with the staff to ensure multi-generational worship, discipleship and full integration into the life of the church
<ul style="list-style-type: none"> • Ensure that the Children’ Ministries check in system is working and up to date
<ul style="list-style-type: none"> • In partnership with the other Pastoral Staff, implement various learning opportunities for members of the congregation allowing them to grow in knowledge and awareness of raising young children
<ul style="list-style-type: none"> • Be engaged in ongoing professional development relating to leading Children Ministry leaders and volunteers

<p>The Director of Discipleship: Children’s Ministry is responsible for <u>Gateway Summer Camp</u>:</p>
<ul style="list-style-type: none"> • Developing, equipping and discipling the Summer Camp Planning Team, Summer Camp Staff and volunteers for this ministry
<ul style="list-style-type: none"> • Developing and giving guidance to ensure a strong, vibrant and growing Summer Camp
<ul style="list-style-type: none"> • Applying for government grants and other sponsorship/scholarships for this ministry
<ul style="list-style-type: none"> • Recommending needed hires for summer camp staff
<ul style="list-style-type: none"> • Along with the Summer Camp Planning team, plan weekly activities for Summer Camp
<ul style="list-style-type: none"> • Working with the Outreach Team to ensure intentional ministry opportunities for/with the Campers and their parents/guardians



The Director of Discipleship: Children’s Ministry is responsible for Gateway VBS by:
<ul style="list-style-type: none"> • Finding, equipping and discipling the leaders and volunteers for this ministry
<ul style="list-style-type: none"> • Finding VBS curriculum
<ul style="list-style-type: none"> • Developing and giving guidance to ensure a strong, vibrant and growing VBS Ministry
<ul style="list-style-type: none"> • Working with the Outreach Team to ensure intentional ministry opportunities for/with the VBS’ers and their parents/guardians
<ul style="list-style-type: none"> • Doing the required follow-up as needed with the VBS participants

The Director of Discipleship: Children’s Ministry will also:
<ul style="list-style-type: none"> • Manage all budgets for ministries responsible to the Director of Discipleship: Children’s Ministry
<ul style="list-style-type: none"> • Develop and implement long range ministry plans to encourage and accommodate growth
<ul style="list-style-type: none"> • Ensure that ALL volunteers and programs meet ALL Safe Church requirements for on and off site ministry programs and outings
<ul style="list-style-type: none"> • Provide a monthly written report to the Executive Pastor, Administrative Board and Pastoral Elders; sharing ministry updates, goals and vision for the month/months to come
<ul style="list-style-type: none"> • Serve as an ex-officio member on Gateway committees as recommended by the Executive Pastor. Example: FUSION
<ul style="list-style-type: none"> • Attend weekly/monthly Gateway staff meetings as well as Pastoral Elder meetings as requested

Required Skills and Experience:

- Spiritual maturity and evidence of ongoing personal spiritual formation.
- Knowledge and experience in reformed Biblical interpretation and child development
- Ability to recruit, build, equip and sustain a fully functioning volunteer team.
- Previous Children’s Ministry experience and courses in Children’s Ministry or Christian Education, preferred
- Ability to work effectively with a leadership team.
- Passion and ability to work with a Christian worldview mindset, understanding of missions.
- Understanding of current and effective teaching practices and childhood development.
- Ability to relate well to and engage with school age children.
- Possess the ability to engage in effective conflict resolution when necessary.
- Relational and outgoing, with a passion for connecting with people.
- Be or become a member of Gateway Community Christian Reformed Church.
- Must be a member of the CRC Denomination and holds to the CRC doctrines