



### **Position Description**

**TITLE:** Children's Ministry Director

**REPORTS TO:** Pastor, Christ the King

**COMPENSATION:** This position will be compensated at an hourly basis  
Range: \$22.00-\$25.00 an hour  
Yearly commitment not to exceed 1,000 hours

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### **POSITION SUMMARY**

Christ the King is an evangelical Anglican church. Children's ministry is a high priority for our church. This position will provide pastoral care for the children of our church as well as leadership of our ministry to children. Every Sunday we minister to approximately 60 children from 6 months of age through 5<sup>th</sup> grade. We have three significant Sunday morning programs: Nursery care: 0-3, Children's Church during worship age 4-2<sup>nd</sup> grade and Sunday School for children from nursery through 5<sup>th</sup> grade following service. Currently, we have three Sunday School classes, not including our nursery care. Responsibility for various programs does not imply leading or doing every program. We are blessed with an excellent volunteer base, as well as faithful employees who serve in our nursery. This position requires a Sunday morning commitment.

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### **DUTIES AND RESPONSIBILITIES**

**Responsibilities include but are not limited to:**

- With rector and key volunteer leaders, determine curriculum for our Sunday morning programs.
- Recruit volunteer team to implement vision.
- Support volunteer team.
  - Train volunteers quarterly including compliance to our diocesan child protection standards.
  - Organize volunteer schedule
  - Support volunteers practically and pastorally
- Direct Sunday programs



- Supplement curriculum where necessary (especially in Children's Church)
  - Prepare rooms on Sunday morning
  - Ensure ministry has necessary supplies
  - Facilitate pastoral care for children's ministry
    - Provide leadership for pastoral matters that pertain to children's ministry
    - Communicate with parents through monthly newsletter
  - Provide leadership for occasional events:
    - Summer VBS
    - Parish Retreat
    - Christmas Pageant
    - Mom's Morning Out
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### **TIME COMMITMENT**

Time commitment for this position will vary according to the program year. Preparation for the program year, volunteer staff training and VBS will require significantly more time than the leadership of the ministry during the program year. The yearly time commitment shall not exceed 1,000 hours.

This position will require weekly presence at our church office as well as a Sunday morning commitment.

### **QUALIFICATIONS**

- Enthusiastic support of the vision and values of Christ the King.
- Highly organized
- Pastorally minded
- Persistent and polite in interacting with adults
- Able to teach and lead children

Interested parties should contact Laura Davis at [ldavis@ctkalexandria.org](mailto:ldavis@ctkalexandria.org)