



## North Oak Community Church Job Description

**Position:** Children's Ministry Director  
**Reports to:** Lead Pastor  
**Start Date:** April 2023  
**Priority Deadline:** April 13, 2023

### POSITION SUMMARY

The North Oak Community Church (NOCC) Children's Ministry Director will provide leadership and support to the NOCC Children's Equipping Team and volunteers within children's ministry. The director will focus on spiritual formation of children (birth-5<sup>th</sup> grade). This focus includes: the nurseries, Children's Church, Sunday School, Vacation Bible School, and our Wednesday after school program (HFL). The Children's Ministry Director should hold to the NOCC mission statement to Grow in Christ, Live Connected, and Take Jesus to Others. (Colossians 2:6-7)

### JOB DESCRIPTION AND RESPONSIBILITIES

The Children's Ministry Director will:

- Work as a spiritual leader for the Children's equipping Team and volunteer workers.
- Establish and oversee implementation of a strong biblical framework and a love for God's word with birth-5<sup>th</sup> grade ministries
- Lead bi-monthly meetings, or as needed, for the Team. The director must plan the agenda, conduct the meeting and follow up on discussions as needed
- Recruit, coach, assist, observe and encourage Children's Ministry Volunteers.
- Build a strong team that allows the Children's Ministry Director to serve in a director roll, delegating responsibilities to those on the team.
- Maintain a consistent presence during services, supporting leaders as needed and interacting with parents.
- Meet with Elders as needed
- Meet weekly with the church staff for accountability, reporting, planning and prayer.
- Submit an annual budget and an annual report for the team

### QUALIFICATIONS

#### CALL

- Possess a personal faith and walk with God
- Affirms agreement with the NOCC Statement of Faith
- Has a clear sense that God has prepared him/her for this position
- Is a member or in the process of becoming a member of NOCC

#### CHARACTER

- Agrees to abide by the NOCC standards of conduct
- Self-starter who is able to work independently, recognize needs/gaps/opportunities, and initiate suggestions to improve church processes
- Possessing key character qualities: dependable, encourager, joyful, gentle, loyal, secure, servant-minded, forgiving, self-disciplined

## **COMPETENCE**

- Kind and nurturing heart eager to serve children of all ages and a desire to build relationships with their parents
- Effective organizer, effective time manager, effective communicator
- Computer skills: PC current Windows OS, Microsoft Office, Microsoft PowerPoint, Different Apps and sites geared towards youth ministries.

## **CHEMISTRY**

- Ability to work well with people
- Shall have a philosophy of humble cooperation that encourages and strengthens teamwork within your team and other church staff members.
- Shall be known for joy in serving others and fostering joy in others

## **SCHEDULE**

Schedule will depend on candidates' availability. Primary responsibilities are coordinating Wednesday after school ministry and Sunday morning responsibilities.

Work hours: Hours will vary depending on ministry responsibilities. The position will be listed as a 20-hour work week.

## **WAGES**

Starting wages will be \$16 per hour, based on 20 hours work week

## **EVALUATION**

Initial evaluation will be conducted after 3 months of employment. A second evaluation will be conducted after 6 months of employment. Thereafter, evaluation will be done annually and will include evaluation by the Lead Pastor and a self-evaluation.

## **BACKGROUND CHECK**

Final candidate will have consented to and successfully completed a criminal background check if applicable for the position.

## **TO APPLY**

Applicants should submit a resume and contact information for three professional references via email or postal mail to the following address. If you have questions regarding the position, please contact:

North Oak Community Church

Attn: Eric Austin,

3002 Northridge Ct

Hays, KS 67601

785-628-8887

nocc@northoak.net