

CHILDREN & FAMILIES DIRECTOR JOB DESCRIPTION

1. **PURPOSE OF THE POSITION:** The purpose of the Children and Families Director is to equip children and families to live missionally through discipleship, community, leadership development, outreach, and mission experiences.
2. **GENERAL EXPECTATIONS**
 - a. Daily live a life that reflects your commitment to Jesus Christ.
 - b. Be actively involved in church.
 - c. Collaborate with staff, Covenant Partners, and Consistory in a positive, unifying manner to promote the mission, vision, values and strategic priorities of the church.
 - d. Pursue personal and professional development as a believer and a leader in the church.
 - e. Serve Jesus and His Church by guarding the mission, purity and unity of the church as stated in our Leadership Covenant.
3. **RESPONSIBILITIES:** The Alto Org Chart and Bylaws give a good picture of the ministry responsibilities. Please note that the goal is not for you to do all the ministry, but to equip leaders.
 - a. Lead the Children and Families Ministry Team
 - i. Lead meetings
 - ii. Communicate at least monthly in writing with the Consistory regarding general updates, decisions, recommendations, and requests. Teams/Committees are encouraged to share where they've seen God at work and request prayer, guidance, and/or approval as needed. Minutes and/or reports should be submitted to the Office Administrator by the first Wednesday of the month with requests highlighted.
 - iii. Appoint members to the Children & Families Ministry Team from the Approved Leader List. This will include at least five people involved in children or family ministry.
 - iv. Equip, empower, and encourage the team to serve and lead.
 - v. Oversee all Children & Families Ministry programs and staff, reviewing the effectiveness, and improving or revamping the ministry to reach clear goals. Current programs include... Sunday School, Bible Class, VBS, Summer JAM, family nights, camp, family ministry resources, Christmas Program, and nursery.
 - vi. Develop strategies to help children and families reach out to neighbors.
 - vii. Work with area churches to increase kingdom impact and build unity.
 - b. Preview and recommend all curriculum to the Children & Families Ministry Team for: 1. Sunday School (preschool through Junior high school) 2. Bible Class 3. Vacation Bible School 4. Summer JAM and/or other related ministries.
 - c. Recruit and support teachers, substitute teachers, and assistants.
 - d. Develop student leaders, seeking to invest in, mobilize and empower students to lead.
 - e. Purchase materials for these ministries.
 - f. Participate in staff meetings, team leader meetings and Personnel Team reviews.
 - g. Willingness to assist in other ministry areas as needed and assigned by the Pastor.
4. **SKILLS & QUALITIES TO PURSUE**
 - a. We expect the Director to have a high level of spiritual maturity, to be growing intentionally, and to be passionate about reaching and teaching those far from God, especially children.
 - b. We expect the Director to be trustworthy, reliable, servant-hearted, a team player, helpful, teachable (seeking to learn and taking direction well), flexible, patient, kind, a problem-solver (taking initiative in fixing and improving things), and a delegator (equipping and empowering volunteers).
5. **ACCOUNTABILITY**
 - a. The Director reports to and is accountable to the Pastor in carrying out job responsibilities.
 - b. Final authority rests with the Consistory in all matters. The Consistory is responsible for the salary review.

CHILDREN AND FAMILIES DIRECTOR CONTRACT TERMS AND COMPENSATION

1. The contract is for _____ through _____.
2. The Consistory is responsible for the salary review and consideration.
3. The contract will be reviewed annually and apply from the start date unless either party gives written notice within 30 days of the renewal date.
4. The Personnel Committee/Executive Team will conduct a mid-year review and annual evaluation 2 months before the contract renewal date so that the next year's contract may be approved or non-renewed by Consistory one month before the contract renewal date.
5. The position is considered a part-time position based on 80 hours/month. We are giving you flexibility to the days in which you work those hours, but we have some core times to be covered in the building. Absence from core times need to be preapproved by the Pastor. The core hours include:
 - a. Wednesday night (September-April whenever Bible Class is in session)
 - b. Sunday morning (September-May whenever Sunday School is in session)
 - c. Any Sunday morning throughout the year when Summer JAM is scheduled.
 - d. Mornings of VBS.
6. Compensation shall be as follows:
 - a. With an hourly rate of \$20.00.
 - b. Mileage reimbursement will be paid at the IRS rate upon mutual consent.
 - c. Professional development/continuing education shall be negotiated based on need.
7. Either party may terminate the contract during the contract tenure with 30-day notice. A moral failure or repeated failure to meet expectations of the Pastor and Consistory may result in immediate termination.
8. If either party desires to make a change in the responsibilities of the position, such changes may be made upon the agreement of both parties.

Date: _____

Employee Signature: _____

Vice President of Consistory: _____

Clerk of Consistory: _____

Chairman of Deacons: _____