



# Liberty Church Ministry and Responsibility Descriptions

**Department:** *Children's Ministries*

**Responsibility:** *Children's Ministry Director*

**PURPOSE OF THE POSITION:** The Children's Ministry Director will generally provide vision and direction for and manage the entire children's ministry under the general oversight of the Pastor and elders. This will include the nursery, Kidz Church and all classes for children under Pulse age.

**MAJOR DUTIES:**

1. Assemble and lead a team which will research and select curricula in coordination with Pastor.
2. Promote a proper and healthy atmosphere in the nursery, children's Sunday school classes, and Kidz Church.
3. Coordinate with Nursery Director.
4. Train and supervise workers.
5. Communicate effectively with leadership and oversight.
6. Make sure workers are scheduled for each ministry area and that the schedule is given on time to the secretary or administrator.
7. Make suggestions for any needed policy changes, purchases, etc.
8. Help to handle any disciplinary or other people related problems as needed.
9. Meet with, as a member, of the Leadership and Ministry Director Team once a quarter.

**DESIRED QUALIFICATIONS:**

1. A love and vision for children and children's ministry
2. Leadership qualities
3. Able to work well with people and church leaders
4. Organized
5. Faithful
6. Self-motivated

**EXPECTATIONS:**

1. Make it a priority to stay in right relationship with church leadership.
2. Keep up with curricula offerings.
3. Construct and/or follow a long-term plan for each part of the children's ministry.

**TENURE:** Generally one year - September to September. A longer term would be encouraged if the Coordinator is willing and is doing a good job.

**ACCOUNTABILITY:** Directly to the Pastor and elders.