Director of Children and Family Ministries

**Principle Function**
This role is responsible for prayerfully creating, casting, and implementing the vision and strategy for the spiritual development of children birth to 5th grade and their families. This includes planning, oversight and evaluation of ministry programs and responding to the different ways God is at work in the North Avenue church community.

**Supervisor:** Director of Ministry and Mission

**Supervisor for** Childcare Staff, Children’s Discipleship Teachers and Volunteers

**Supported by** Staff Associate for Equipping Ministries

**Responsibilities**

I. **Relational Expectations**
   a. Be an encourager and inspirer of children and their families as life-long followers of Jesus who find passion for serving and loving him.
   b. Assist and encourage children and congregation members in discerning their own spiritual gifts and encourage their participation in service within the church, community, and world.
   c. Support and equip families seeking to integrate faith into their life together, suggesting/providing resources for family devotions or activities, for example, or educating families in effective ways to grow in their faith together.
   d. Come alongside families in times of need or crisis, providing pastoral support and care.
   e. Be attentive to children and families in unique situations (children with learning differences and/or other special needs).
   f. Continue to seek congregation-wide involvement in the nurture of our children.
   g. Cultivate an environment of safety, curiosity, joy, peace, and love.

II. **Strategic Planning**
   a. Minister as a contributing, collegial member of the Ministry Staff of NAPC, helping guide the church in its vision to become Christ followers who love God and neighbor.
   b. Oversee strategic planning, policy formation and implementation of initiatives in partnership with the Children and Family Ministries Team and related ministry groups.
   c. Inspire formation of a shared set of goals that will contribute to spiritual and numerical growth through excellence in nurture and outreach.
III. Staff/Volunteer Oversight & Collaboration  
   a. Oversee the CFM coordinators, summer Interns and paid TLC caregivers.  
   b. Collaborate with administrative staff as they support the ministry in various ways.  
   c. Work with the GROW Team to invite and train volunteers for programs and special events that nurture our children’s faith development.  
   d. Collaborate with other leadership teams to integrate children and families into the overall life of the church.

IV. Program Management  
   a. Begin children in their relationships with Christ through relationships, scripture, prayer, worship, and serving; develop programming and special events that create an environment of ministry and nurture where kids experience joy and learn about the love of Jesus and how to share that with others.  
   b. Develop a preschool/elementary program that is characterized by excellence in Christian spiritual formation.  
   c. Discern our best practices and build on them, while changing or releasing others.  
   d. Create, implement, and sustain functional structures that promote communication, safety, stability and security for children, volunteers, and families.  
   e. Collaborate with other ministries of the church to provide multigenerational and interactive experiences that shepherd and nurture the faith development of our children and families (Family Christmas Eve services, Easter Sunday services, World Communion Sunday, etc.).  
   f. Provide learning/conversational opportunities for parents/guardians that grow and challenge them as they incorporate faith into their family life.  
   g. Be point person for publicity for various children and family events.  
   h. Ensure safety of children and volunteers while participating in Children’s Ministry  
   i. Oversee budgeting process and expenditures in conjunction with the Children and Family Ministries Team  
   j. Collaborate and share space with Restoration Atlanta (after school program).  
   k. Collaborate with the Atlanta Children’s Shelter and manage and lead preschool worship for their preschool class.

V. Other duties as assigned

Qualifications and Skills  
   • Bachelor’s degree required, Master’s degree in relevant area preferred  
   • 1-2 Years leadership and teaching experience in children’s, youth and/or family ministries  
   • Ability to lift 25-30 pounds  
   • CPR and AED certifications preferred  
   • Growing in spiritual maturity and equilibrium; faithful in prayer and values  
   • Accepts and models accountability in healthy ways  
   • Grounded biblically, theologically, and ethically
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- Articulate in all forms of communication (writing, research, reporting, speaking, presenting, teaching) and with interactions across a broad spectrum of people, ideas, and entities
- Listens well; is coachable; gives and receives mentoring graciously
- Proficient with planning, scheduling, and overseeing a variety of events simultaneously
- Well-organized and focused on goals for continuous improvement
- Works to streamline processes and systems to improve outcomes
- Approachable and caring; at ease with themselves; energetic

Other Specifications

- Schedule: As is typical for ministry, this position requires a flexible schedule. It includes agreed upon onsite office hours, Sunday services, occasional weeknight/end events, evening meetings, weekday camps and working Christian Holidays (Easter, Christmas).