



## ID Kids Director Job Description

“I want their hearts to be encouraged and joined together in love, so that they may have all the riches of complete understanding and have the knowledge of God’s mystery—Christ.” (Colossians 2:2 CSB)

### Overview

The Children’s Director leads the children’s ministry under the supervision of the Elders to fulfill the Great Commission and God’s purpose for the Church.

### Responsibilities

- **Safety:** The most indispensable aspect of leading our children is keeping them safe by implementing strictly held safety protocols (doors locked, cameras working, two adults together in a room with a child, cleanliness standards etc.) The children’s director should:
  - **Implement protocols.** This is to assure no children are lost, molested, or neglected under our care. We desire parents to feel completely confident leaving their children with us during Sunday worship. *Avoid familiarity and complacency with protocols.* Only one lapse in care is needed to place a child in danger. Communicate with elders immediately regarding anything needed to improve the safety of our children.
  - **Communicate and emphasize the necessity of these protocols weekly.** Never assume that a new volunteer understands protocol. Be the leader who is beating a dead horse about safety.
  - **Promote and maintain clean environments.** As the leader over this area of the church it is your responsibility to set and maintain cleanliness protocols. Cleanliness promotes a safe and healthy environment for children to interact in. It is your responsibility to clean all surfaces (floors, tables, chairs, walls, etc) and toys each week in every room (all areas in bathrooms included).
- **Children’s Discipleship:**
  - Select and implement age appropriate lessons.
  - Observe lessons and offer helpful input to volunteers as needed.
- **Relationship with Families:**
  - **Communicate** as needed throughout the week regarding important

events, lessons, behavioral issues, changes, etc with the purpose of building relationships. Keep parents “in the loop”. Recommended plan of action: A weekly text message to the parents of each child attending regularly.

- **Leadership:**
  - **Recruit and train children’s volunteers** to implement lessons with age appropriate games, questions, activities.
  - **Attendance:** Attend church service, weekly staff meetings, and any other required church events.
  
- **Shepherding:**
  - **Discipleship:** Participate in discipleship and discipling others on a weekly basis. This discipleship should follow the discipleship material provided by the leadership of ID Clifton.
  - **Small Groups:** Participate in or lead a small group overseen by ID Clifton Church. The small group should follow the material provided by the leadership of ID Clifton
  - **Staff Meetings:** Participate in weekly staff meetings to assist with shepherding others & planning church events.
  
- **Relationship with God:** Our own efforts are hopeless unless they are an expression of Christ working in and through us. All leaders are required to maintain an intimate relationship with God through prayer, reading His Word, silence and solitude, discipleship, and small group attendance. Pray daily for the children in our church, that they would come to trust Jesus with their lives.

## Requirements

1. Living a genuine personal relationship with Jesus Christ, prayer life and holding a sensitivity to the Holy Spirit’s leading.
2. A passion for serving Christ coupled with a clear calling from God into ministry, as confirmed by elders.
3. Vibrant leadership, communication, and organization skills.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_