



CEDARBROOK CHURCH

3502 Wilson Street
Menomonie, WI 54751
715-231-5433
Cedarbrookchurch.net

Job Description:

Children's Ministry Director

Overview Statement: Cedarbrook Church is a growing church of 500+ in Western Wisconsin. This position will work with the NextGen Pastor to further develop our Children's Ministry of 100+ children and volunteers and function as the Children's Ministry Director. The Children's Ministry Director is responsible to oversee and organize a high quality, dynamic weekly program that will introduce children to a relationship with Jesus Christ.

This is a part-time position: 20 hours per week

Reports to: NextGen Pastor

Cedarbrook Employees are expected to regularly demonstrate:

- ◆ TEAMWORK
 - Develops and maintains positive relationships with others; willingly participates and works collaboratively toward solutions which generally benefit all parties involved; readily shares all relevant information; supports team decisions; acts to promote friendly climate, and good morale.
- ◆ DEVELOPING SELF/OTHERS
 - Actively pursues Cedarbrook core values: Knowing God, experiencing life change, developing relationships, serving with gifts, including others.
- ◆ INNOVATION
 - Creates original ideas and ways for accomplishing a result or solving a problem; Anticipates and responds to opportunities; Builds on past performance; Encourages risk-taking and new ways of thinking; Recognizes the value of change and speed in response to change.
- ◆ CEDARBROOK MISSION
 - Actions and interactions demonstrate and promote Cedarbrook mission.

Specific Duties: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Partner with the NextGen Pastor to:

1. Oversee the successful operation of the Children's Ministry.
2. Research and/or develop curriculum for each ministry season.
3. Recruit, train, and develop adult and student volunteers for Children's Ministry.
4. Execute church policy within the Children's Ministry, specifically as it relates to Child Protection.
5. Strategically plan the Children's Ministry programming & events in coordination with other ministries to fulfill the mission of Cedarbrook.

6. In cooperation with the Social Media & Marketing Director, oversee the marketing of Children's Ministry & related events to the church and other appropriate audiences.
7. Input, maintain, and utilize data in the Cedarbrook database as it pertains to Children's Ministry.
8. Maintain and organize supplies needed for Children's Ministry classrooms and events.

Expectations:

1. Sunday morning CBKids' ministry programming planned and communicated to volunteers and NextGen Pastor in a timely manner. Oversee typical Sunday morning ministry hours from 8:00 - 1:00pm.
2. Curriculum selected for each ministry semester and communicated to NextGen Pastor no later than one month prior to the beginning of the semester. (Include events and outreach activities.)
3. Develop, manage, and distribute the weekly Children's Ministry volunteer schedule by Wednesday of each week.
4. All staff members are expected to attend the weekly staff meeting.
5. Ministry staff are expected to attend Cedarbrook services in-person regularly.
6. Plan and attend family connection events
7. Enter new attenders' contact information into CCB and coordinate welcome messaging to them.
8. Office hours are required on Tuesdays and Sundays. Remaining schedule will be determined with the NextGen Pastor.
9. Post to social media a minimum of once a week. Ideally, twice a week: once before and once after Sunday services.

Requirements & Expectations: These are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Prefer advanced training or similar experience in children's ministry or related field.
- Passion for ministry to children.
- Growing personal relationship with Jesus Christ.
- Minimum 1 year experience working with children in a daycare, school, or ministry setting.
- The ability to:
 - effectively present information in one-on-one and small group situations to visitors, members, staff, and volunteers.
 - function independently without direct supervision.

A willingness to:

- become an active member of Cedarbrook Church.

- attend weekend services.
- contribute as a positive and effective team member.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly:

- Sits
- Talks and listens
- Lifts and/or moves up to 10 pounds

The employee occasionally:

- Stands and walks
- Reaches with hands and arms
- Lifts and/or moves up to 25 pounds

Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The position requires work in an office setting, among other employees' desks, where the noise level in the work environment is moderately quiet with occasional distractions.