

# MEFC Children's Ministry (CM) Director

We are prayerfully seeking someone who has a strong desire to fuse their Christian faith with the use of their God-given abilities in order to serve families and their birth through elementary-aged children so that they will be effectively built up and rooted in their relationship with Jesus Christ.

**Classification** Part Time (20 hours per week). Hrs. flexible.

**Reporting To** Senior Pastor

**Availability** Currently Open as of May 1, 2017

## Key Responsibilities

The primary responsibility of this position is to coordinate all programming aimed at 0 years – elementary-aged children and their families. The following list of items falls under the supervision of the CM Director.

- Limited Program Oversight. Applicant must be available during weekly programming (Wednesday evenings [AWANA] and Sunday mornings) in order to facilitate and assist volunteers in their role to carry out the planned activities.
- Recruit, train, and deploy ministry volunteers for all programming for birth through elementary-aged children. (Contacting prospective volunteers; conducting short team meetings; making sure background check & child protection trainings are completed and updated; and managing volunteer engagement).
- Coordinate and facilitate special activities and events for birth through elementary-aged children (Plan event details and distribute responsibilities to team members).
- Direct Communication with families related to promotion of ongoing ministry activities (phone, email, texts, Facebook, etc.)
- Resourcing volunteers and parents through direct distribution and implementation of predetermined curriculum.
- Managing budget accounts and funds related birth through elementary-aged children.
- Direct oversight over check-in services.
- Must be able and willing to occasionally fill a variety of holes in on-going programming which would include large group teaching and classroom supervision of children.
- Must attend staff meetings.

## Spiritual Criteria

- Must profess to have faith in Jesus Christ as their Lord and personal Savior.
- Committed to growing in spiritual maturity as a matter of love and obedience to God.
- Models the standards and expectations of leaders within MEFC.
- Must attend MEFC (membership preferred but can be pursued later).
- Must be teachable.

## Experience & Preferred Ministry Skillset

- Desired spiritual giftedness in several of the following areas, in order of preference: shepherding, leadership, administration, helps (providing timely ministry aid), service (joyfully meeting the needs of others), hospitality, teaching.
  - Past experience in event planning and activity coordination desirable.
  - Possess interpersonal skills when communicating with elementary students and adults. Therefore exemplary verbal and written skills are essential.
  - Works well with others in a team environment, both within the CM department and with other MEFC ministry leaders.
  - Known as someone who is likable, generally outgoing, and is relationally oriented while also possessing basic organizational and administrative skills.
  - Able to maintain confidentiality.
  - Proficient in using MS Word and Excel along with a willingness to learn about additional programs, software, and online applications (children's check-in, Church Community Builder).
  - **Able to pursue an environment of excitement, excellence, and creativity/innovation in fulfilling the above coordination responsibilities**
  - Bachelor's degree preferred
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## Interested in serving at McCook E-Free?

Send Cover Letter and Resume to:  
jkoch@mccookefc.org