



4.8.26

Director of Children's Ministries

Woodburn Missionary Church

ROLE TITLE

Director of Children's Ministries

TYPE OF ROLE

Full-Time (40+ hours per week)

REPORTS TO

Executive Director

APPROVED BY

Elder Body

POSITION SUMMARY

The Director of Children's Ministries provides spiritual, strategic, and administrative leadership for all ministries serving children from birth through 6th grade at Woodburn Missionary Church. This role exists to foster Christian community by building strong relationships with children and their families, strengthening their commitment to the church, and cultivating growth in faith in Jesus Christ.

This is a full-time leadership role requiring significant administrative oversight, volunteer development, ministry coordination, and spiritual encouragement. The scope and complexity of the ministry—spanning weekly programming, cyclical events, volunteer systems, curriculum development, safety protocols, budgeting, and family engagement—necessitate a position primarily focused on administration and management (approximately 50%), with the remaining time distributed across strategy, support, and active ministry presence.

KEY JOB RESPONSIBILITIES AND FUNCTIONS

What the Director of Children's Ministries does and is responsible for

1. TRAINING AND EQUIPPING VOLUNTEERS

- Develop and implement a comprehensive onboarding and training process for all Children's Ministry volunteers.

- Ensure volunteers are spiritually aligned, doctrinally sound, and equipped to teach effectively.
- Provide ongoing coaching, encouragement, and evaluation to strengthen volunteer effectiveness.
- Facilitate periodic training gatherings to reinforce vision, safety procedures, curriculum use, and classroom management.
- Cultivate servant leaders who can oversee classrooms, age-level ministries, or event teams.

2. PLANNING OR RESOURCING EVENTS

- Oversee planning, coordination, and execution of all Children's Ministry events and special programs.
- Ensure events are age-appropriate, biblically sound, and aligned with the church's mission and values.
- Provide strategic direction and logistical oversight for cyclical events, including:
 - Wednesday's at Woodburn
 - Bible School
 - Summer Camp
 - Baptism Celebrations
 - Child Dedications
 - Christmas Play
- Coordinate materials, curriculum, volunteer staffing, facilities preparation, and communication plans for each event.
- Ensure events support both faith formation and community engagement for children and families.

3. RECRUITING VOLUNTEERS AND SERVANT LEADERS

- Develop and maintain an ongoing volunteer recruitment strategy.
- Identify, invite, and onboard new volunteers in alignment with ministry needs.
- Partner with church leadership to promote a culture of service within the congregation.
- Build leadership pipelines by identifying volunteers with potential for expanded responsibility.
- Maintain appropriate volunteer-to-child ratios across all ministry environments.
- Coordinating with Safety Team regarding eligibility, training and background checks of potential volunteers and staff

4. FINANCIAL OVERSIGHT OF BUDGET(S)

- Collaborate with the Executive Team in preparing and recommending an annual Children's Ministry budget.
- Manage expenditures in accordance with the approved budget and church purchasing policies.
- Track expenses for curriculum, supplies, events, camps, scholarships, and background checks.
- Provide financial accountability and reporting to the Executive Director and Elder Body as requested.
- Practice wise stewardship of church resources while supporting ministry excellence.

5. ENCOURAGEMENT AND SPIRITUAL HEALTH

- Ensure biblically sound teaching across all children's environments.
- Oversee curriculum development and acquisition from trusted resources, focused on providing a well-rounded biblical foundation from nursery through 6th grade.
- Encourage children and families to participate fully in worship, discipleship, service, and the broader life of the church.
- Build relational connections with families to strengthen trust and spiritual partnership.
- Provide spiritual care and refer unusual circumstances to the Executive Director when appropriate.
- Model Christlike character and spiritual maturity in all ministry interactions.

6. MONITORING SAFETY AND SECURITY

- Maintain and enforce all child protection policies and procedures.
- Ensure background checks are completed and documented for all volunteers.
- Maintain secure check-in/check-out systems and appropriate classroom supervision ratios.
- Oversee incident reporting and ensure proper documentation of safety concerns.
- Work with church leadership and Safety Team to maintain safe and welcoming ministry environments.
- Ensure ministry spaces are clean, organized, and inviting to children.

7. MANAGING MINISTRY SCHEDULES AND COMMUNICATIONS

- Develop and maintain comprehensive ministry calendars for weekly and cyclical programming.
- Coordinate classroom schedules and volunteer rotations to ensure full coverage.
- Provide timely and accurate communication to parents, volunteers, and church staff.
- Oversee promotion of children's activities through church communication channels (newsletter, website, bulletins, digital platforms, etc.).
- Maintain administrative records including attendance, volunteer rosters, consent forms, financial documentation, and background checks.
- Provide monthly ministry updates and an annual summary report.

KEY MINISTRIES TO BE MANAGED AND OVERSEEN

SUNDAY MORNING

Nursery

- Provide age-appropriate care and early spiritual foundation for infants and toddlers.
- Ensure proper staffing, safety compliance, and welcoming environments.

Preschool

- Implement structured biblical teaching and interactive learning.
- Coordinate volunteers and curriculum delivery.

Elementary

- Oversee engaging large- and small-group discipleship environments.
- Ensure effective teaching, worship integration, and relational connection.

CYCLICAL MINISTRIES

- Wednesday's at Woodburn
- Bible School
- Summer Camp
- Baptism Celebrations
- Child Dedications
- Christmas Play

Each cyclical ministry requires strategic planning, volunteer mobilization, budget management, and communication coordination to ensure excellence and spiritual impact.

TIME ALLOCATION AND ROLE STRUCTURE

Given the scope of responsibilities, this position requires a full-time commitment with responsibilities distributed approximately as follows:

Administration & Management – 50%

Systems development, scheduling, budgeting, communication, reporting, volunteer coordination, and safety oversight.

Strategy & Planning – 20%

Curriculum development, ministry vision, long-term growth planning, and leadership development.

Encouragement & Relationship Building – 20%

Family engagement, volunteer encouragement, spiritual care, and discipleship alignment.

Ministry Presence / Active Engagement – 10%

Sunday participation, event leadership, classroom presence, and hands-on engagement.

GENERAL RESPONSIBILITIES

- Participate regularly in the worshiping life of Woodburn Missionary Church.
 - Attend staff and Executive Team meetings as required.
 - Meet regularly with the Executive Director for accountability and alignment.
 - Operate within the policies and governance structure established by the Elder Body.
 - Maintain consistent office presence and accessibility to families, volunteers, and staff.
 - Coordinate ministry efforts with other church departments to promote unity across the body.
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QUALIFICATIONS AND REQUIREMENTS

Woodburn Missionary Church seeks a Director of Children's Ministries who:

- Full-time (40hours+) on-site
- Affirms the church's Beliefs and Core Values and lives consistently with them.
- Is a member of WMC, or is willing to become a member within one year of hire
- Demonstrates spiritual maturity and Christlike character.
- Possesses a strong biblical foundation and doctrinal soundness.
- Has experience in team leadership and volunteer development.
- Demonstrates strong administrative and organizational skills.
- Has experience managing ministry budgets.
- Holds a Bachelor's or Master's degree in Children's Ministry or related field (preferred), or possesses significant ministry experience.
- Effectively relates to children and parents with warmth, wisdom, and professionalism.