



THE ORCHARD

- Job Title:** Director of Children's Ministries and Administration – Vernon Hills
Full Time (40 hours per week – part time options may be considered)
Exempt - Ministerial
- Reports To:** Campus Pastor – Vernon Hills
- Purpose:** The Director of Children's Ministries and Administration is a campus-specific position that provides program leadership and support for children of all abilities and their families from birth through the fifth grade. This position also provides administrative and program support for the Campus Pastor and other members of the campus staff as needed.

Children's Ministries Responsibilities:

- Plan, develop and lead the ministries to children, which include, children's Sunday School, nursery, special needs programs, summer day camps and other special events throughout the year.
- Recruit, screen, train, and manage adult and youth volunteers for the various roles within children's ministries.
- Train and shepherd ministry leaders in the execution of volunteer duties by helping to further develop their spiritual gifts and faith in the Lord Jesus Christ.
- Oversee the selection and implementation of curriculum and other educational materials, as well as long-range planning, budgeting and calendar coordination.
- Partner with parents through intentional relationship, consistent communication, and by providing educational resources needed for raising their children in the Lord.

Campus Management Responsibilities:

- Provide professional communications in written, verbal, and electronic mail format to support overall ministry activities as assigned by the Campus Pastor.
- Oversee the Connection Card process, ensuring that attendance is accurately tracked, prayer requests are collected and distributed, and requests are answered in a timely way.
- Assist the Vernon Hills staff with planning and administrative tasks related to church wide activities throughout the ministry year such as but not limited to, semiannual membership meetings, volunteer training events, and other church gatherings.
- Liaison well with lay leaders, volunteers, and central staff members as needed.
- Assist with purchasing and payment of bills while helping to manage expenses within the financial plan for the ministry.
- Other duties as assigned by the Campus Pastor.

Qualifications:

- Must seek to walk closely in devotion to God and have a solid understanding of the gospel.
- Theologically aligned and in agreement with EFCA Statement of Faith and The Orchard's Statement on Human Life and Marriage
- 3-5 years of children's ministry experience desired
- Must be available to work Sundays from 7:00 am – 12:30 pm.
- Ability to organize, analyze, and execute tasks in a timely manner
- Exercise discretion and good judgment in personal contacts.
- Ability to communicate effectively with management, members, and volunteers
- Demonstrate professionalism through appearance, attitude, personal interactions
- Self motivated and able to initiate projects and work independently
- Computer literate in order to complete necessary tasks within software applications
- Positive and supportive attitude

Salary Range: \$50,000 - \$55,000 based on skills and experience.

To apply for this position, please send your resume along with a cover letter to employment@theorchard.church