

Job Description

Title: Director of Early Childhood Ministries

Reports to: Family Pastor

Position Purpose:

Develop objectives, goals, strategies, and measurements for all early childhood ministries. Oversee all programming and ministry for newborn children through 5-year-old, including Sunday mornings, Wednesday nights, summer programming, special events, etc....

Status: Exempt

Spiritual & Character Qualifications:

- 1) Have a clear testimony of faith in Jesus Christ and a passionate, growing, personal relationship with Him
- 2) Must have a love for young children and families
- 3) Have a history of moral purity
- 4) Be highly relational and a self-starter with drive, passion, and initiative
- 5) Be teachable and willing to be held accountable
- 6) Be a team player with a positive attitude

Essential Job Functions

- Supports the Family Pastor's vision and mission.
- Must build interpersonal relationships with parents, teachers, volunteers, and staff.
- Be in regular contact with lead teachers and volunteers.
- Recruit, train, empower and mentor volunteer leaders in early childhood ministries first impressions.
- Build teams and provide leadership for an exciting, flourishing, dynamic early childhood ministry during all our main services by recruiting parents and also empowering team leaders to recruit for their classrooms.
- Develop, implement, & maintain a strategy for reaching and assimilating new children and families.
- Encourage Parent Partnership. Create a partnership between parents and early childhood ministry partners.
- Create environments, activities and programming for each age group that will facilitate learning and encourage spiritual growth.
- Provide a clean, safe and secure place for children while in the classrooms.
- Direct the purchasing and/or the writing and use of early childhood curriculum.

- Identify and train the next generation of early childhood ministers whether vocational or lay leaders.
- Work as a servant and as a team player with the staff of Crosspoint Church toward the mission while supporting the core values of our church.
- Work at building a comprehensive knowledge of ACS, which is Crosspoint Church's check-in software, including adding and editing family profiles as well as running reports for Early Childhood metrics.
- The early childhood ministry staff, to include yourself, must participate in worship, hear a sermon, and interact with adults for at least one of the three weekly services. When in worship, sit in a front row seat or the closest seat available toward the front.
- Accountable with office time and designated ministry hours as outlined in the Employee Handbook.
- Primary point of support for all early childhood ministries on Wednesdays and Sundays.
- Contributes to team effort by accomplishing related results as needed.
- Perform other duties as assigned by supervisor.

Name

Date