

## **Living Hope Ministries Job Description**

Job Title: Children's Ministry Director (CMD)

Overview: The CMD will be well trained in the area of ministry, committed to the Lord Jesus Christ, the building of God's Kingdom. The CMD will be one who has been called to children's ministry as well as a proven desire to serve the urban population. The CMD shall supervise the progress, growth and expansion of the Children's ministry. The CMD will have the necessary administrative, interpersonal and judgment skills to lead this ministry.

### **Duties or Responsibilities:**

- I. Children's Ministry Director:
  - A. Recruit and train leaders.
  - B. Attend weekly staff meeting and devotions.
  - C. Prepare, update and distribute Children's leaders training manual.
  - D. Create budget for the program each year, turned in by the First Tuesday of October.
  - E. Create a monthly article for the Newsletter, turned in to the office by the last Wednesday of each month.
  - F. Plan at least two (2) outings each year for leaders for team building.
  - G. Plan at least two (2) outings each year for leaders and youth.
  - H. Update biographies on students and leaders as they join the program.
  - I. Communicate weekly with Children's leaders.
  - J. Meet with Children's ministry leaders monthly.
  - K. Create Children's leader job descriptions.
  - L. Pray for Children's leaders and youth daily.
  - M. Encourage Children's leaders and youth regularly.
  
- II. Development:
  - A. Weekly, have one meeting with present financial partners and/or potential financial partners.
  - B. Communicate with financial partners via receipts – personal notes.
  - C. Participate in Holiday Dinner, Spring Celebration, Volunteer Appreciation Banquet and all fundraising events sponsored by Living Hope Ministries.
  
- III. Accountability:
  - A. 3<sup>rd</sup> Tuesday of each month update Board of Directors sharing concerns and praises.
  - B. A monthly report will be submitted to the Executive Director summarizing your work for the previous month and goals for the upcoming month.
  - C. The Executive Director will supervise the work of the CMD, and will assist as needed in establishing goals.
  - D. The CMD will be evaluated by the Executive Director weekly the first 30 days of employment, every other week the next 60 days, once a month the next 90 days and one more at the anniversary of your first year. Annual evaluations will then be implemented. A written report will be provided to you and discussed with the Executive Director. A copy will also be given to the Board of Directors.

### **Requirements / Qualifications:**

- Ø Call to urban Children's ministry.
- Ø Proven administrative and people skills.
- Ø Growing knowledge of the urban environment.
- Ø Residence in Northeast Minneapolis.
- Ø Computer skills. Specifically, Microsoft Word, Excel, Power Point.
- Ø Bachelor's degree or comparable education background.

Time Commitment:

- 40-50 hours each week. The CMD's workweek will vary through out the year. You will work with the Executive Director in establishing an agreed upon work schedule.
- This will be evaluated throughout the first year of employment.

Supervisory Plan:

- The CMD will report to the Executive Director. Children leaders will report to the CMD.
- The CMD will have a weekly meeting with the Executive Director and will have a regular meeting with Children leaders.
- The CMD will work as a part of the team serving the constituents of Living Hope.
- The CMD will provide oversight to situation's brought to you by Children leaders. Only after the Children leaders have determined they are not able to properly bring resolution to a situation should it be brought to the CMD. Only after the CMD has determined they are not able to handle the situation, should it be brought to the Executive Director. The decision of the Executive Director will be final.
- If during this process, the CMD would like input from the Executive Director, please make that known.

Other:

- Letter of recommendation
- Performance appraisals – refer to section III D (Accountability).
- Training and encouragement. One conference each year will be provided.

Compensation:

To be determined - Based on personal support raised

CMD Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_

Executive Director Signature \_\_\_\_\_ Date \_\_\_\_\_

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