

CHRIST CHURCH

CCKids Director (Children's Ministry)

40 hours/week, full-time, exempt; or
part-time, non-exempt*

Overview

The CCKids Director plays an integral role in Christ Church East Bay's Next Generation Ministries and serves the congregation by overseeing our CCKids Ministry in such a way that newborns, toddlers, preschoolers, and elementary students are led into deeper relationships with Christ and his church through community, and for the city. While parents are primarily responsible for the formation of their children before God, our CCKids Ministry exists to supplement this formation and help lay down the foundations for a lifelong communion with Christ and his church by providing a safe, intentional, and engaging church environment and fostering a church culture for the children of Christ Church and their neighbors to be nurtured in (or introduced to) the Christian faith within the context of an intergenerational local church community. The CCKids Director, under the direction of the Pastor of Care & Discipleship, is tasked to 1) direct and execute the programming of our institutional ministry to children when their families gather to worship and fellowship (primarily on Sunday, but also during midweek gatherings and special events); 2) provides prayerful care and thoughtful resources for children and parents in need of support and assistance; and 3) facilitates missional community amongst the children and parents of Christ Church East Bay, providing ways for them to connect with one another in covenantal relationships and ways for them to connect with their neighbors in missional relationships.

Key Responsibilities

Sunday & Midweek Spiritual Formation (15 hours)

- Plan and oversee the Sunday children's ministry program with appropriate accommodations and modifications based on our children's needs
- Identify, develop and recommend to Pastoral staff, Sunday curriculum that is in alignment with CCEB teachings and culture
- Implement and modify Sunday curriculum sets for each age level according to developmental stages of the classes
- Develop a regular plan for Scripture reading and memorization with points of accountability for the children
- Provide parents with age-appropriate discipleship goals and pathways for their children with suggested family resources and aspirational rhythms
- Maintain record of baptized (and not baptized) children and communing (and not communing) children

- Prepare children for first communion in collaboration with Pastor of Care & Discipleship and Next Generation Ministry Coordinator
- Keep current with best practices on kids' spiritual formation and prevailing wisdom on contemporary kids issues.
- Plan and provide content for age-appropriate fellowship, service, and outreach gatherings for kids (perhaps in collaboration with Next Generation Ministry Coordinator)
- Organize parenting seminars in collaboration with pastors
- Support and encourage parents and kids toward child baptisms and first communions in collaboration with pastors
- Collaborates with pastors and Worship Arts Director for kids' involvement in corporate worship (Scripture reading, welcoming, offering, special events, holiday elements, Nativity plays, Palm Sunday, kids music, etc.)

Church Community Development (10 hours)

- Maintain regular contact with kids, teachers, and parents through both organizational and personal communication
- Know and stay current with prayer concerns and ministry-relevant information about children and families for the sake of pastoral care
- Facilitate, build, and nurture strong networks of families in relationship, with special attention to geography, children's ages, and the vocations of parents
- Integrate new families into the life of the church
- Develop strategies for child and family outreach
- Arrange programming and staffing for the kids portion of the All-Church Retreat

Administration/Communications (15 hours)

- Supervise and meet regularly with CCKids Assistant(s)
- Attend and participate in staff meetings, including regular touchpoints with direct report
- Maintain directory of families and record of attendance, and contact families who have irregular or unexplained prolonged absences
- Codify and enforce safety guidelines and security of all children in our care as a mandated reporter, informing and training all staff, paid childcare workers, volunteers, and parents
- Curate CCKids content for communications (liturgy, website, newsletter, calendar, in-service kids dismissals)
- Oversee the CCKids budget preparation and quarterly review of financials
- Collaborate with Next Generation Ministry Coordinator to send out semi-monthly newsletter/report to parents and church
- Upkeep and organize all the kids classroom areas

- Hire, train, and manage paid childcare workers
- Responsible for recruiting, screening, training, resourcing, managing, and caring for teachers and volunteers
- Oversee and coordinate volunteers to perform Sunday check-in/nametag table for children
- Open and lock up all classrooms for all kids activities
- Other duties as needed and/or requested

Desired Background and Skill Set

- Growing and deepening faith in Jesus Christ
- Great love and care for children and some background in child development
- Palpable warmth and approachability for children and parents
- Investment in the mission and goals of Christ Church East Bay
- Worships with and knows our congregation (or is willing to do so)
- Demonstrated skills and experience in planning, organization, and managing staff and volunteers
- Creative problem solver with ability to collaborate effectively and foster teamwork
- Excellent written and verbal communication skills
- 2+ years prior children's ministry experience
- Team player

Schedule: Sunday - Thursday

Reports to: Pastor of Care & Discipleship

Works with: Next Generation Ministry Coordinator

Supervises: Teachers, Volunteers, and other CCKids staff if applicable

*We are currently looking for either (a) two part-time employees who will work in this position under a job share arrangement or (b) one full-time employee for this position. In other words, the CCKids Director position is a full-time job, but can be split between two individuals, each with responsibility for the success of the total job.

Updated January 9, 2024