



Position Description

TITLE: Children's Ministry Director

REPORTS TO: Pastor, Christ the King

COMPENSATION: Range: \$22.00-\$25.00 an hour
Yearly commitment not to exceed 1,000 hours

POSITION SUMMARY

Christ the King is an Anglican church in Alexandria, VA. Our average Sunday morning attendance is 250, including 50-60 children. The director leads our Sunday morning programs, which include: Nursery care, 0-3; Children's Church during worship, age 4-2nd grade; and Sunday School for children following church. The director recruits, trains and supports a team of volunteers to share in the ministry as well as supervise our paid nursery workers. The director leads periodic events such as vacation bible school, Christmas pageant, and children's programming during the parish retreat.

DUTIES AND RESPONSIBILITIES

Responsibilities include but are not limited to:

- Direct Sunday programs
 - With rector, determine curriculum for Sunday morning
 - Prepare rooms for children's ministry
 - Christ the King rents their worship facility from another church
 - No rooms in our facility are dedicated solely to children's ministry
 - The director will need diligence and creativity to ensure facilities are prepared for children's ministry.
 - Lead Children's Church programming
- Support volunteer team and parents
 - Train volunteers
 - Ensure our compliance to our diocesan child protection standards
 - Organize volunteer schedule
 - Support volunteers practically and pastorally



- Communicate with parents through monthly newsletter
 - Provide leadership for occasional events:
 - Summer VBS
 - Parish Retreat
 - Christmas Pageant
 - Mom's Morning Out
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TIME COMMITMENT

Time commitment for this position will vary according to the program year. Preparation for the program year, volunteer staff training and VBS will require significantly more time than the leadership of the ministry during the program year. The yearly time commitment shall not exceed 1,000 hours.

This position will require weekly presence at our church office on Wednesday mornings as well as a Sunday morning commitment.

QUALIFICATIONS

- Enthusiastic support of the vision and values of Christ the King.
- Highly organized
- Pastorally minded
- Persistent and polite in interacting with adults
- Experience teaching and leading children

Interested parties should contact David Glade at dglade@ctkalexandria.org