

# Director of Children's Ministry

## Hackberry Creek Church

2000 Kinwest Parkway, Irving, Texas 75063

### Overview:

The mission of HCC is sharing Jesus Christ with others and growing as his disciples. Our children's ministry seeks to enable our congregation to live into this mission when it comes to our children by equipping children and their families to know Jesus, grow as his disciple, and go into the world where he sends them. In each child's baptism, the church promises to assist parents to raise their children in the nurture and admonition of the Lord.

Because the central place of discipleship of our children is in the home, we strive to equip parents to teach their children, through word and deed to be disciples of Jesus. We do this naturally through building relationships with the children and their families at HCC as well as providing ministries and programs aimed specifically at teaching our children the Gospel of Jesus Christ and the role of the church in their lives. Children's ministry takes a special interest in children from birth to 5th grade. Our children's ministry seeks to involve a large number of members in caring for our children. The Children's Ministry Director is to assist the church in fulfilling its mission to make disciples of the children in our church by giving vision, oversight, direction, and training for the children's ministry at HCC.

The Children's Ministry is made up of several ministry areas including the nursery, 4's- 5<sup>th</sup> grade Sunday school, Children's Worship, Vacation Bible School, and other occasional ministry programs like the Advent Festival and Trunk or Treat. These ministry areas are to be mostly overseen by the Children's Ministry Team and the Children's Ministry Director will work closely with this team to oversee these ministries.

### Specific Responsibilities:

Work with Children's Ministry Team (CMT) to

- Set and communicate vision and direction for all areas of children's ministry through grade 5
- Imagine and implement new discipleship opportunities within our children's ministry
- Effectively communicate ministry programs to wider church, through emails, website, and social media
- Interact personally and regularly with children of HCC and their families during the week
- Select, screen and manage curriculum for Sunday school and children's Worship
- Recruit, train, manage, and encourage teachers and volunteers
- Oversee the implementation and administration of Vacation Bible School
- Manage supplies, purchasing, and budgets for the children's ministry
- Responsible for set up and clean up before and after activities

### Expectations:

Children's Ministry Director will invest on average 20 hours a week in this ministry, appx. divided as follows:

- 5 hours in direct oversight of actual programs and ministries on Sunday morning and other related programs
- 5 hours in administration
- 5 hours coordinating with staff and volunteers in other related ministries
- 5 hours in vision building and volunteer training and development

The Children's Ministry Director will participate faithfully in the worship and ministries of HCC. At minimum, he/she will regularly participate in Sunday morning worship and be involved in the regular life and ministry of

the church. The Children's Ministry Director will work closely and report directly to the Pastor of Hackberry Creek Church and will participate in committees and staff meetings as appropriate.

### **Qualifications:**

- A faithful disciple of Jesus Christ who strives to educate children "To share Jesus Christ with others and grow as his disciples."
- Must demonstrate love and concern for children and manifest the love of Jesus to them
- Has an understanding of and a commitment to the Reformed tradition as expressed in The Essentials\* of the Fellowship of Presbyterians
- Possesses excellent organizational and communication skills with the ability to effectively interact with parents and children
- Possesses the desire and innovation to both lead existing programs and develop new programs based on prior experience

### **Supervision**

The Director of Children's Ministry is expected to fulfill position responsibilities without day-to-day supervision and will meet with HCC staff weekly to deliver on responsibilities and support the mission of HCC.

### **Reporting**

- The Director of Children's Ministry reports directly to the Pastor who is also Head of Staff. An annual performance review will be conducted by the Pastor and the Personnel Committee.

### **Job Requirements**

#### **Education**

Bachelor's Degree required

#### **Experience**

Minimum of 1-3 years experience in ministry areas related to Children and Family Ministry

#### **Note**

This job description is intended as a guide to reflect the principal functions of the job. However, it is not an all-inclusive listing of the job functions, and functions may vary depending on changing needs of HCC. The job description is subject to change at the discretion of the Session or Pastor with mutual agreement and understanding.

### **To Apply**

Please submit cover letter and resume to Debbie Watson: [office.hcc2022@gmail.com](mailto:office.hcc2022@gmail.com)