



CHURCH OF THE RESURRECTION

Job Description Children's Director

Date: June 15, 2026

Supervisor: Margie Fawcett until new Children's Pastor is hired

Staff Teams: RezKids, Administrative, Formation/Discipleship

Status: Full Time/ Exempt

Role: Oversee the implementation of RezKids ministry for children in collaboration with the Children's Pastor. Provide structure and materials for ministry to children from birth through fifth grade beginning with Baptism and including Sunday mornings, Midweek, VBS, and church Feasts like Christmas and Easter, with proper Child Protection through all.

QUALIFICATIONS

1. Bachelor's degree is strongly preferred.
2. Member of Resurrection (or commitment to become member within 6 months of start date)

SKILLS

1. Love for children and desire to see them grow and mature in Christ at every stage
2. Excellent administration
3. Building relationships with teams and families
4. Gathering and supporting teams
5. Problem-solving in a fast-paced environment
6. Technologically proficient
7. Clear oral and written communication

JOB DUTIES

1. **Children's Ministry Preparation Birth through 5th Grade**

(Sunday Morning, Midweek, VBS)

People

- a) Recruiting and weekly roster management (i.e. finding substitutes)
- b) Communication
 1. Volunteers:
 1. Send roster and lesson plan emails to volunteers
 2. Maintain email list
 2. Parents

1. Write and send the weekly RezKids Newsletter as directed by the Children's Pastor
 2. Maintain email list
 3. Create simple and effective methods of communicating vision and connecting with parents regarding resources of the church and how to access them. (Sunday morning signs, handouts, emails, weekly family questions, etc, etc.)
 4. Receive feedback of areas of improvement from all volunteers and parents.
3. All church: Create and submit communications content (forms, announcements, bulletin, website, brochures, etc.) related to RezKids Ministry.
- c) Train volunteers
1. With the Children's Pastor, create training opportunities and materials
 2. Provide meals and snacks
- d) Volunteer Appreciation
1. Coordinate volunteer appreciation gifts and thank yous
 2. Plan an end of year picnic celebration.

Curriculum

1. Implement/modify lesson plans from Sunday morning curriculum.
2. With the Discipleship Team, re-imagine catechesis for children through the church year including Christmas, Lent, and Easter.

Supplies

Manage, Maintain and Build Children's Ministry Supplies

1. Books, toys, craft supplies
2. Tissues, First Aid

Facility

Set up rooms with proper furniture, lights, tech, signs

2. Sunday Morning Coordination

1. Coordinate Sunday morning RezKids for one service (8:30 or 10:30 AM).
2. Attend the prayer circle for assigned service and lead prayer when the Children's Pastor is away.
3. Ensure that volunteers are present and know where they are serving.
4. Have knowledge and comfortability to assist/host in any classroom if needed.
5. Ensure that Child Protection ratios and protocols are met in each classroom.
6. Greet newcomers, orient them to ministry space, and connect them with the Children's Pastor when possible.
7. Re-imagine the check-in process and create systems that are easy to use by families and staff.

3. Child Protection

1. Create a system that receives and monitors all child protection data from all church ministries.
2. Ensure Child Protection Process compliance for RezKids volunteers

4. Baptism Coordination:

Coordinate infant and child baptism services and communicate with families.

1. Coordinate applications, scheduling, communication, and meals for baptism classes and services.
2. Communicate with Communications Director and Discipleship Manager about all child and adult baptism candidates.
3. Along with the service manager, recruit clergy and volunteers for baptism service roles
4. Assist with leading the baptism rehearsal.

5. Paid Childcare for Ministry Events

1. Together with the Discipleship Manager, recruit and manage a team of Paid Childcare Workers for ministry events.
2. Coordinate with the Children's Pastor and Rector to establish childcare schedules for special services.
3. Recruit Childcare Workers for special services, manage their CPP, and communicate schedule and expectations.
4. Manage Payroll documents and timecards.

6. RezKids Hospitality

1. Compile children's coloring pages/activity bags for Christmas Eve and Easter morning services.
2. Christmas Eve: organize and manage the distribution of Nativity costumes and electric candles for children.
3. Attend rehearsal for Christmas Eve Nativity Scripture reading in order to direct volunteers and assist with the children's procession to the Nativity.

7. THRIVE

1. Identify students with special needs
2. Work with Thrive coordinator to connect children with trained buddies as needed for all programs.

8. Budget

Monitor RezKids budget lines and handle all receipts.

Fair Labor Standards Act (FLSA)

Status: Non-exempt

Duties: Not applicable (non-exempt)

Description:

Hourly, non-exempt = overtime is paid. This position is an hourly position. Pay is for actual hours worked each work week, and job responsibilities are expected to be completed during the stated hours. It is the joint responsibility of the employee and supervisor to prioritize tasks so that the expected hours are not exceeded in any work week. In the event of exceptions, actual hours worked during a work week will be paid, and hours worked more than 40 hours for the work week will be paid at a total of one and a half times hourly pay.

Americans with Disabilities Act (ADA)

Job Performance Requirements:

- Receive high school diploma (bachelor's degree strongly preferred)
- Regularly work weekends
- Must be able to sit in a stationary position for 50% of the time
- Occasional kneeling and bending to re-stock supplies
- Occasional reaching to gain access to supplies.
- Constantly operate a computer and other office productivity machinery, such as a calculator, copy machine and computer printer.
- Occasional overtime hours
- Frequently communicate with people (parishioners, staff, etc.) who have inquiries about sermons, service events, projects, etc. Must be able to exchange accurate information in these situations.
- Identify material from a computer with a 13-in. screen.

This job description is subject to change at any time.