



ASYLUM HILL
Congregational Church

Job Title: Director – Children’s Ministries

Department: Early Life Ministries

Reports to: Minister – Early Life Ministries

Effective Date: June 2024

Part-Time – 20 hours/week

Job Summary:

The Director of Children’s Ministries, in collaboration with the Minister of Early Life, is responsible for creating and implementing all children’s programming, tailored to those from birth through elementary school. The Children’s Ministries Director oversees the nursery program, Faith Lab Kids (our Sunday School program), and family activities.

Duties/Responsibilities:

- Plan and execute programming with a focus on growth, consistency and communication
- Lead a children’s program that is focused on values, understanding of God, community service and leadership
- Oversee nursery (Birth – 4 years old) and Faith Lab Kids (2 classes: Kindergarten – Second Grade and Third Grade – Fifth Grade), which all meet weekly during Sunday Worship
- Identify or create curriculum for children’s program, as well as designing weekly lessons for nursery and Faith Lab Kids
- Create opportunities for children and their families to connect and fellowship with one another
- Maintain regular communication with parents/guardians
- Identify opportunities to collaborate with other ministry teams on special events
- Serve as a liaison to Early Life Ministry Team and collaborate with them to identify areas of growth
- Perform ongoing evaluation of success of programming
- Identify and recruit volunteers for nursery and Faith Lab Kids
- Maintain attendance/participation records in database (CiviCRM)
- Create and manage programming budget with Minister of Early Life
- Attend regular meetings (staff, Early Life Ministry Team)
- Other duties as assigned

Education and Experience:

- Experience teaching, writing curriculum and leading activities for children
- Skilled in working with, relating to and engaging children
- Demonstrated ability to recruit and work effectively with volunteers
- Creative thinker
- Demonstrated ability to respond to needs as they arise
- Strong organizational skills
- Strong oral and written communication skills
- Background knowledge of the Bible and basic tenets of the Christian faith and a desire to lead children and their families in exploration as they develop with personal faith
- Sensitivity to confidential family needs and circumstances
- Social media savvy
- Proficient in Microsoft Office Suite

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