



MAKE CHRIST KNOWN

Title

NOTSunday Program Director

Purpose

Bringing up children in the Christian faith is a vital ministry in the church. The NOTSunday program director establishes and oversees an effective midweek ministry to the children of the church that also serves as an effective outreach to the children of the community.

Responsible to

Family Ministries Team

Description of duties

- Study and understand the spiritual and other developmental needs of children within the church and in the greater community the church serves.
- Coordinate ideas into a plan to provide midweek ministries to children.
- Select appropriate curriculum in conjunction with NOTSunday program leaders.
- Recruit and retain a willing and enthusiastic staff of workers who can carry out various aspects of the NOTSunday program.
- Provide training and support for volunteers in the NOTSunday program.
- Ensure that the NOTSunday programs run smoothly and excellently.
- Prepare and administrate the annual ministry budget for NOTSunday programs, keeping in mind how outreach-oriented aspects of the program can affect funds and giving.
- Develop and maintain appropriate safety and security guidelines for workers, including criminal background checks for staff and volunteers and implementing training on child protection, health issues, and other procedures to ensure the safety and security of children participating in the NOTSunday programs.
- Remain current on trends, teaching methods, materials, promotional ideas, administrative methods, and other children's ministry techniques, and implement these as appropriate.
- Be available as a problem solver during meeting times of the NOTSunday ministries—to answer questions of students and staff and to encourage teachers and other staff.
- Track attendance on a weekly basis.
- Schedule quarterly (or other regular time periods) meetings to evaluate the strengths and weaknesses of the programs, and to determine ways to improve.

Time requirements

Wednesday night 1 -1.5 hours, plus additional time on a flexible basis to administer planning and training. Duties may be divided among two or more individuals with skills and gifts in various

areas. For example, one worker can focus on administrative tasks and recruiting additional workers to carry out the midweek program; another can be hands-on in training and equipping midweek program volunteers.

Term

Ideally, the midweek program director will serve for at least two years; year one is spent as an apprentice or assistant to the previous midweek program director or serving as a midweek program department coordinator; year two is spent serving as the midweek program director. The midweek program director may also serve for additional one year terms thereafter.

Training and resources

- Work alongside the previous midweek program director as an assistant or apprentice.

Qualifications, skills, and gifts

- A strong and growing personal commitment to Jesus.
- Strong interest and belief in the value of Christian education for children.
- A heart, passion, and love for children; desire to see them grow, worship, and have fun.
- Enthusiasm and a good sense of humor.
- Committed to values and vision of the church and of the larger children's ministry.
- Organizational, creative, and administrative skills.
- Communication and interpersonal skills—a "people" person.
- Ability to enable and empower others to carry out the midweek program ministry and be supportive of their efforts.
- Self-starter—able to motivate self to carry on sometimes difficult or thankless tasks.
- Ability to relate well to children, teachers and workers, and parents.
- Gifts of shepherding, encouragement, hospitality, helps, teaching, wisdom.

Benefits to the Worker

You'll experience a sense of accomplishment of putting together a well-planned program of learning and playing together for children. You'll also make new friends and increase your fellowship with others. You'll gain the satisfaction of knowing that you're helping others develop the gifts of teaching and learning, contributing to the spiritual growth of children in the church, and reaching unchurched children with the message of the love of Christ.