

EMPLOYMENT – JOB DESCRIPTIONS
Exhibit 6-2e – Children’s / MDO Director Class 1
HOURS: Approximately 25 hours a week

QUALIFICATIONS:

- Have a personal relationship with Jesus Christ.
- Be a member in good standing.
- A desire to teach and mentor children.
- Ability to effectively lead and supervise paid and volunteer teachers, helpers.
- Strong leadership, organizational, and planning skills.
- Strong written and oral communication skills.
- Experience with technology, office, and membership software.
- Physically able to assist with children when needed.

Responsible To:

Responsible to the elder board, working directly under the supervision of the Senior Pastor.

Children’s Specific Responsibilities

The Children’s director encourages children (birth through 5th grade) to have a genuine relationship with Christ and equips them for the spiritual battle they are in. This individual encourages and equips parents to develop a biblical worldview in their children. In addition, promotes Scripture memorizing, prayer, and personal Bible reading as well as providing opportunities for ministry leadership, outreach to the community, and connection to the mission field. Teaches a Bible based curriculum and encourages a Bible based life style among the children. Children’s program currently operates weekly on Sunday mornings at 10am during the morning service with additional events that occur once a year. For example, Vacation Bible School, Trunk or Treat, Easter, and Christmas Musical.

- Responsibility for the oversight and leadership of the Children’s ministries that include: Sunday Morning Service, Special Events, and Vacation Bible School.
- Recruit, train, pray for, and involve new children’s ministry volunteers.
- Ensure that all children’s volunteers meet the church’s standards for volunteer service.
- Plan, obtain, edit, and distribute curriculum, crafts, and supplies for volunteers to use.
- Ensure teachers are well versed on policies and procedures and church governance.
- Stay up to date on regulatory, insurance and other requirements for children’s church ministry.
- Schedule teachers, volunteers, and paid support and ensure all hired individuals are paid accurately for hours worked.

- Create environments, activities, and programming for each age group that will facilitate learning and encourage spiritual growth.
- Arrange childcare for special events that are not children centric. For example, childcare will be provided during the New Members Class.
- Create and effectively manage the ministry's budget.
- Maintain ministry's section on church website.
- Communicate consistently with parents as well as provide the tools they need for spiritual leadership.
- Provide personal touch to children and families. Always striving to be aware of opportunities for ministry. Monitor absences and follow-up with families.
- Continually explore strategies for reaching and assimilating children and families into FOC life.
- Provide ministry updates to the church through newsletters and church-wide meetings.

MDO Specific Responsibilities

MDO director oversees the MDO staff and day-to-day operations of the MDO program. This individual serves as an administrator and works with the staff and leadership of FOC to provide a loving, nurturing, and safe environment for children enrolled in the MDO program. Program currently operates on Tuesdays and Thursdays from 9:30 am to 2:30 pm year-round with the exception of holidays and the month of August. There are approximately 40 children in the program.

- Leadership
 - Partner with FOC ministry leaders to recruit staff and develop a Christian based education program that aligns with the vision of FOC.
 - Create a safe, fun, and vibrant learning environment.
 - Build personal relationships with teachers and parents through correspondence, meetings, and classroom visits.
 - Serve as an ambassador for MDO program and FOC at all times. Connect MDO families to the church including inviting them to church on Sundays, participating in special events, etc.
 - Identify and implement ways to increase the awareness of FOC and MDO in the community.
 - Maintain open lines of communication with parents through flyers, calls, meetings, emails, etc.
 - Recruiting, hiring, training, scheduling, and evaluating all MDO staff.
 - Visit classrooms to observe teachers and ensure quality instruction.
 - Assess and manage staff performances according to program expectations and goals.

- Recruit new students when openings occur.
- Ensure program and staff compliance with all program and church policies and procedures.
- Provide ministry updates to the church through newsletter, church meetings, and other methods.

- Administration
 - Oversee the annual registration and enrollment process. Determine staffing needs and classroom sizes accordingly.
 - Collect monthly tuition from parents and document as required.
 - Maintain current enrollment and health records of each child.
 - Maintain current personnel files on each hire. Includes background checks and a signed statement from hire affirming they are personally aligned with the FOC's statement of faith.
 - Develop and manage the program's annual operating budget.
 - Plan, obtain, edit, and distribute curriculum, crafts, and supplies for volunteers to use.
 - Ensure teachers are well versed on policies and procedures and church governance
 - Stay up to date on regulatory, insurance and other requirements for church ministry
 - Schedule teachers, track teacher payroll, ensure all teachers are accurately paid for hours worked.
 - Adhere to security policies and procedures.
 - Prepare payroll for MDO staff. Payroll is 15th and 30th of each month.

- Training
 - Conduct new employee training.
 - Offer supplemental training to teachers as need or requested.
 - Conduct annual training for staff: prevention of child abuse, misconduct, and CPR/First Aid.