



Assistant Director of Children's Ministry

North Metro Congregation

Description

Oversee the ministry of Fellowship Denver Church to children and families by organizing and assisting the North Metro congregation's Children and Family Ministry with volunteer teams, children's programming, and family discipleship resources through a collaborative relationship with Fellowship Denver Church at South Broadway.

Responsibilities

Children and Family Ministry Team

- Recruit and oversee the CFM volunteer team
- Volunteer Recruitment / Retention / Appreciation
- Training
- Team Development

Sunday Fellowship Kids Classes

- Work with Director of CFM to evaluate and implement curriculum
- Maintain supplies and resources for CFM classrooms
- Coordinate and oversee Sunday morning children's classes
- Classroom or facility maintenance and use

CFM Administration (Implementing system from South Broadway)

- Policies & Procedures
- Planning Center
 - Services - team scheduling
 - People - communication with CFM team & parents
 - Check-ins
- Calendar
- Fellowship Denver DNA Integration and Church Membership

Event Coordination

- Coordinate CFM programs, including but not limited to:
 - Family Sundays
 - Parents' Night Out
 - Palm Sunday

- Easter
- Continuation Sunday
- Summer Programming (Kids Club, Camping Trip)
- Fall Fun Day
- Christmas program
- Arrange Childcare as required for CFM events

Competencies

In order to effectively oversee CFM in both the pre-launch and launch phases, the CFM Director must have the following competencies:

Spiritual Vitality – A personal relationship with Jesus Christ, marked by immersion in Scripture for personal sustenance and private prayer. The leaders’ driving ambition should be the beauty and glory of God and the gospel.

Learning – Fellowship Denver’s ministry requires leaders to be constant learners who can integrate insight from the following areas into a coherent missiology: theology, culture, spiritual formation, organizational development, and contextualization for children and families.

Communication – The job will require an organized approach to communicating with a large network of people. The CFM Director should be proficient in all forms of electronic communication and be able to respond quickly to a high volume of incoming messages.

Organization – The job will require organizing and executing multiple projects and scheduling time according to priority. The director will need to be able to prioritize both home and work life in a sustainable way.

People Development – The ideal CFM director will have a bent toward seeing and developing potential in people and coming alongside them as “coach” and “counselor” to help them grow up to maturity in Christ and in their own leadership.

Support – The CFM Director should be able to gladly work with and support the North Metro Congregation to extend the vision of Fellowship Denver.

Adaptability – The job will require successfully working through multiple phases of organizational growth and change. The CFM Director should embrace that job descriptions will change as the congregation changes. The CFM Director will also be excited about working in an environment where “quick pivots” in ministry strategy may be necessary and where unexpected interruptions and obstacles can occur.

Emotional Maturity – The CFM Director will lead in a highly relational environment, which will require emotional skills such as: having a clear sense of one's own thoughts, feelings, and priorities; ability to discuss tense subjects by stating their own position while allowing others to share their opinion; proactively resolving conflict; admitting fault and seeking forgiveness; gently confronting sin and error; knowing when to seek negotiated solutions vs.

win/lose solutions; knowing when not to negotiate or compromise core values; forgiving others and addressing their emotional wounds.

Qualifications

Ideal candidates will meet the following qualifications:

- Bachelor's degree or equivalent in professional experience
- 2+ years working directly with children ages 0 through 12

Details

- Reports to Pastor of Community and Mission at North Metro Congregation
- Works closely with and under the direction of the Director of Children & Family Ministry at South Broadway
- Hours & Pay: PT work schedule. Job is envisioned as 20 hrs/wk for essential responsibilities with flexibility for some increased hours if desired by the candidate and approved by Executive Pastor of Fellowship Denver Church
- Compensation range: \$18-22/ hour

To Apply

Email resume to apply@fellowshipdenver.org.