

# CHANGE

## JOB DESCRIPTION

**Employee:**                              **Job Title:** Director of Children & Youth                              **Status:** Full-time  
**Department:** Director of Children & Youth Ministries                              **Reports To:**

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### **Purpose of the Job:**

To provide leadership, vision, and direction that creates a life giving atmosphere of vibrant and enticing discipleship and evangelism for the children, teens, parents and the youth & the ministry teams of Change Church. The Director of Children & Youth will manage the church-wide direction of Change Church Children & Youth ministries across all campuses. This oversight includes direct responsibility for Young life Kids, Teens, and the development of small groups in each area of youth.

### **General Duties**

- Commit to pray for the first family, leadership and membership of Change Church.
- Lead in generosity to the church through consistent giving of tithe and offerings.
- Establish and foster an exemplary relationship with staff/non-staff workers, church membership, and the community at large.
- Champion, support, and advocate for the vision of the church.
- Demonstrate a servant's heart by having a willingness to perform other duties as needs may arise.

### **Essential Functions and Responsibilities:**

- Oversee and organize children's, teens ministry across all Church campuses.
- Develop and oversee implementation of policies throughout all locations and enforce compliance.
- Formulate children's ministry facility standards for existing and new campuses.
- Develop integrated training processes for kids and special needs ministry leaders and Dream Team members.
- Work closely with ministry leaders at each campus and analyze effectiveness of programming and adjust as needed.
- Lead and build teams to execute all aspects of children's ministry for weekend services.
- Recruit, develop and train high quality leaders for staff and Lead team roles.
- Consistent communication with key leaders and parents.
- Develop healthy community among parents and equip parents for discipleship through Sunday and small group experience.
- Oversee all aspects of department administration to include: P.O. processing, budget forecasting, purchasing, departmental account tracking, and other needs.
- Responsible for volunteer staffing: interviewing process, recruitment of new staff, staff training, evaluations, reviews, Lead Team recruitment.
- Help develop and maintain all security standards.
- Track growth for future development.
- Oversee and develop the Sunday experience for all children.

- Research and Develop curriculum for children that reflects the teaching of Change Church.
- Oversee special event planning to include Uprising, Youth Events, & Dream Team appreciation events.
- Oversee all aspects of new campus development for children & youth.
- Oversee quality of services and function at all campuses.
- Function as the liaison for the department to the management team.
- Lead department meetings and empower staff to fulfill their unique roles
- Oversee and develop all internal and external communication that represents the Next Gen department.
- Fulfill pastoral duties including stage management, baptism, communion, hospital visitation, and general pastoral care.
- Maintain strong communication and relationship with Direct Report and Lead Pastor to ensure the vision of the Lead Pastor is implemented in all aspects of family ministry.

**Supervisor Responsibilities:**

- All Next Gen Lead Teams at all campuses.

**I. Extent of Public Contact:**

- Daily contact with leaders
- Change Pastors and staff members

**II. Physical Demands:**

- N/A

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Direct Report's Signature: \_\_\_\_\_

Date: \_\_\_\_\_