FAITH CHURCH | NEW MILFORD, CONNECTICUT

Children's Ministry Director

WOW Kids • Velocity Kids • Champions Kids

LOCATION	New Milford, Connecticut; serves all Faith Church campuses
MINISTRY SCOPE	WOW Kids, Velocity Kids, and Champions Kids
REPORTS TO	Executive Pastor or designated senior leader
CLASSIFICATION	Full-time; compensation set by the church

Position Summary

The Children's Ministry Director provides spiritual, operational, and team leadership for WOW Kids, Velocity Kids, and Champions Kids across every Faith Church campus. Based in New Milford, the Director creates a safe, engaging, and biblically grounded ministry where children can know Jesus, grow in faith, build relationships, and take meaningful next steps. The Director sets ministry direction and curriculum, equips staff and volunteers, and establishes clear standards and systems that support consistent, excellent ministry across campuses while allowing each campus to serve its families well.

Key Responsibilities

Ministry vision and spiritual formation

- Develop and communicate a clear vision, annual priorities, and age-appropriate discipleship pathway for WOW Kids, Velocity Kids, and Champions Kids.
- Ensure teaching, worship, activities, and relationships are biblically grounded, consistent with Faith Church's beliefs, and appropriate to each ministry environment.
- Create welcoming spaces where children are known, included, and encouraged to participate, ask questions, pray, and grow in their relationship with Jesus.
- Partner with pastors and ministry leaders on child dedications, baptism preparation or follow-up when appropriate, family services, and churchwide initiatives involving children.

Curriculum and ministry programming

- Select, develop, or adapt curriculum and teaching plans for each ministry, aligning lessons with the church's theology, calendar, and discipleship goals.
- Set practical standards for lesson preparation, worship, small-group discussion, classroom activities, and take-home family connection.
- Plan ministry calendars, special Sundays, seasonal programming, and age-appropriate events; coordinate dates and resources across campuses.
- Review curriculum and programming regularly using leader feedback, parent input, participation, and observed learning needs.

Team leadership and development

- Recruit, onboard, schedule, coach, and retain staff and volunteer leaders for each ministry and campus.
- Build a leadership structure with clear role descriptions, team leads, coverage plans, and communication channels.
- Provide regular training in teaching, classroom management, child engagement, inclusion, emergency procedures, and ministry standards.

- Develop future leaders by delegating meaningful responsibility, giving timely feedback, and creating opportunities to grow in skill and spiritual maturity.
- Build a culture of preparation, hospitality, teamwork, accountability, and care for children and families.

Campus operations and consistency

- Establish shared operating standards for check-in and pick-up, room readiness, supplies, attendance, communication, transitions, and closing procedures.
- Visit and support each campus regularly; identify local needs and help campus leaders resolve staffing, space, equipment, or process issues.
- Coordinate with First Impressions, security, production, facilities, and other ministry teams so children's environments are welcoming, safe, and ready before services and events.
- Manage the children's ministry calendar, supply needs, curriculum orders, and approved budget; track spending and make recommendations for resources.
- Maintain accurate attendance and team records and provide concise updates, needs, and outcomes to church leadership.

Family partnership and communication

- Build trusted relationships with parents and caregivers through clear, timely, and pastoral communication.
- Help families understand what children are learning and offer practical ways to continue faith conversations at home.
- Respond to parent questions or concerns with care, discretion, and appropriate follow-up; involve pastoral leadership when needed.
- Coordinate communication about registration, events, schedule changes, safety procedures, and ministry milestones with the communications team.

Child safety and care

- Follow and help maintain Faith Church child protection, screening, check-in, authorized pick-up, supervision, and incident-reporting procedures.
- Ensure required background checks and training are completed before individuals serve with children, in accordance with church policy.
- Maintain appropriate adult-to-child coverage, secure classroom access, and clear procedures for emergencies, injuries, allergies, and behavioral support.
- Treat every child with dignity and care, including children with disabilities, sensory needs, or other support needs; partner with caregivers and leaders on reasonable ministry accommodations.
- Promptly report safety concerns, suspected abuse, injuries, or policy violations through the church's established reporting channels and applicable requirements.

Qualifications and Experience

- A growing Christian faith and a commitment to the mission, beliefs, and ministry practices of Faith Church.
- Experience serving in children's ministry, education, youth or family programming, volunteer leadership, or a related field; director-level experience is preferred.
- Demonstrated ability to recruit, lead, develop, and organize teams, including volunteers across more than one location or service.
- Strong communication, planning, problem-solving, and relationship-building skills; able to work well with children, parents, volunteers, and church staff.
- Sound judgment, emotional maturity, discretion, reliability, and a commitment to child safety and confidentiality.
- Comfort using church management, scheduling, communication, and presentation tools, or willingness to learn the systems used by Faith Church.

Work Schedule and Role Requirements

This role requires regular weekend availability for services and children's ministry programming, along with planning, team meetings, training, and occasional evening or special-event responsibilities. The Director must be able to travel between Faith Church campuses as ministry needs require. The role includes time in classrooms and ministry environments, standing and moving during services, and handling or arranging ministry supplies. Reasonable accommodations may be made for qualified individuals.

Measures of Success

The Director's effectiveness will be evaluated through a combination of ministry health, team development, family experience, safety, and operational readiness. Indicators may include:

- Children's ministry environments are prepared, welcoming, safe, and staffed for each service and campus.
- Curriculum and teaching plans are prepared on time and reflect the church's beliefs and age-appropriate discipleship goals.
- Volunteer teams are trained, scheduled, supported, and growing in leadership; critical service roles have reliable coverage.
- Families receive clear communication and report a positive, trustworthy experience.
- Campus leaders use agreed procedures consistently and identify needs early.
- Attendance, volunteer engagement, safety training, and budget information are accurate and reviewed regularly.
- Children are increasingly connected to the life of the church and supported in meaningful next steps in faith.