

## Director of Children's Ministries Job Description

### Qualifications:

1. A degree (AA/AS or BA/BS) in Childhood or Early Childhood Development with an Administrative Services Credential or Site Supervisor Permit.
2. Thorough understanding of and experience in Children's Ministries in a local church setting.
3. A mature and growing Christian
4. Good organizational and relational skills
5. Supportive of Shafter Mennonite Brethren Church's (SMBC) Vision and Strategy and the Mennonite Brethren Confession of Faith.

### Primary Responsibilities:

1. **Direct an established preschool, Kiddie Kollege.** This would include:
  - Overseeing daily operations
  - Manage staff
  - Create policies
  - Develop and/or provide direction in curriculum choices
  - Manage finances and budget
  - Develop relationships with local public schools to help monitor program relevancy
  - Develop and maintain a communication platform
  - Develop and/or oversee progress monitoring, parent/teacher conferences, etc.
2. **Oversee Children's Ministries of SMBC.** This would include:
  - Plan and carry out outreach, social events, and service activities that involve families within the age group of preschool through 6th grade
  - Help establish and schedule teaching teams for Children's education times on Sunday's
  - Help with summer Vacation Bible School
  - Help supervise summer interns working with Children's Ministries of the church.
  - Serve as a bridge to help the Kiddie Kollege families connect with SMBC and it's families
  - Facilitate learning opportunities for SMBC and Kiddie Kollege families dealing with current issues such as parenting, finances, etc.
  - Attend weekly SMBC staff meetings
  - Attend monthly Christian Education meetings and Kiddie Kollege Board meetings

### Personal Development:

1. Involved in consistent personal Bible study and prayer
2. Schedules regular time for family, recreation, and refreshment
3. Participates in annual staff evaluations conducted by Church Council and Kiddie Kollege Board
4. Participate in relevant continuing education and denominational events

Salary: \$45,000 - \$55,000/year, with benefits and vacation, DOE and level of education.

Contact: Pastor Pat Coyle  
pcoyles@shaftermb.org

# SHAFTER MENNONITE BRETHERN CHURCH

400 Kern Street, Shafter, CA 93263 661-746-4969

Mailing Address: P.O. Box 1538, Shafter, CA 93263



## Employment Application

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

### APPLICANT INFORMATION

Last Name	First	M.I.	DOB	
Street Address			Apartment/Unit#	
City		State	ZIP	
Phone		E-mail Address		
Date Available				
Position Applied for				
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you ever been convicted of a crime?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain
What is your denomination background?				

### EDUCATION

College				Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		
Other		Address					
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		

### REFERENCES

*Please list three professional references*

Full Name	Relationship	
Company	Phone	
Address		
Full Name	Relationship	
Company	Phone	
Address		
Full Name	Relationship	
Company	Phone	
Address		

## PREVIOUS EMPLOYMENT

Employer		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving?	
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Employer		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving?	
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Employer		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving?	
May we contact your previous supervisor for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Please provide a brief testimony of your faith in Christ.

## DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date