

Early Childhood Ministry Director

Reports to: NextGen Pastor | **Status:** Full-Time



Qualifications

- Has a growing personal relationship with Jesus Christ and demonstrates spiritual maturity and Christian character.
- Has a genuine love for young children and a desire to participate in their spiritual formation.
- Is relational and approachable, with the ability to connect naturally with young children, parents, and volunteers.
- Demonstrates strong leadership and the ability to recruit, develop, and care for volunteer leaders.
- Possesses strong communication and organizational skills, with an understanding of early childhood development or a willingness to grow in this area.
- Is committed to the vision and values of New Life Fellowship and to the staff Rule of Life.

Job Summary

The Early Childhood Ministry Director provides spiritual and relational leadership for children from nursery through kindergarten and their families. The Director will cultivate a ministry where children are known, loved, cared for, and introduced to Jesus through direct engagement with kids, strong weekly environments, volunteer development, and intentional partnership with parents.

Responsibilities

1. Care for and Disciple Young Children

- Build meaningful relationships with children and families, maintaining a consistent and visible presence in Early Childhood environments.
- Help children experience the love of Jesus through Scripture, prayer, worship, story, play, and caring relationships.
- Provide appropriate spiritual and relational care through significant transitions, milestones, and seasons of need, partnering with parents and the NextGen team.
- Teach simple, biblically faithful truths about God in ways that are developmentally appropriate and engaging.
- Follow up with families as needed and celebrate meaningful developmental and faith milestones in the lives of children.

2. Lead Weekly Early Childhood Ministry and Curriculum

- Provide overall leadership for Sunday Early Childhood ministry and remain actively engaged with children and families before, during, and after services.

- Regularly play, pray, worship, tell bible stories, lead activities, and engage directly with children.
- Facilitate volunteer huddles, coordinate weekly service plans, and create safe, warm, engaging, well-resourced environments that support learning and belonging.
- Oversee the implementation of curriculum and preparation of supplies, activities, classrooms, and volunteer assignments for weekly ministry.
- Ensure teaching reflects New Life's vision and values, adapting curriculum when needed to serve the developmental and spiritual realities of young children.

3. Lead, Care for, and Develop Early Childhood Volunteers

- Recruit and onboard volunteers on an ongoing basis, ensuring leaders are known, cared for, trained, and celebrated.
- Cast vision and help volunteers understand their role in the spiritual formation and care of young children.
- Provide regular training and coaching in personal formation, child development, classroom leadership, safety, storytelling, and New Life's ministry values.
- Observe leaders in ministry and provide encouragement, feedback, and development.
- Develop leaders who can take increasing ownership and build warm, appropriate relationships with children and families.

4. Partner With and Support Parents

- Build trusted relationships with parents and serve as a spiritual and ministry resource as they nurture the development and faith formation of their young children.
- Welcome and onboard new families and personally follow up with first-time visitors.
- Partner with parents around significant spiritual, developmental, and family milestones.
- Equip parents with simple, developmentally appropriate resources and practices for faith formation in the home.
- Communicate consistently with families and help connect them more deeply into the life and community of New Life.

5. Events and NextGen Ministry

- Lead Early Childhood involvement in NextGen events, family experiences, transitions, and other ministry initiatives.
- Lead Family Dedication events 2x/yr.
- Support NextGen Sunday, Parent Conference, and other department-wide events and initiatives.
- Help create opportunities for young children and families to build relationships and experience Christian community.
- Collaborate actively with the broader NextGen and Pastoral team.

6. General / Church-Wide Responsibilities

- Attend appropriate staff, NextGen team, supervision, and New Life Leadership gatherings and participate in the spiritual and communal life of the staff.
- Maintain appropriate ministry communication, scheduling, and administrative systems.
- Collaborate with other New Life ministries as needed and perform other ministry responsibilities assigned by the NextGen Pastor.