



JOB TITLE	Director of Children's Ministry
VERSION DATE	04/28/2026
MINISTRY/DEPARTMENT	Children's Ministry
APPROVED HOURS	40 Hours per Week
REPORTS TO	To Be Determined
SALARY RANGE	\$48,000 - \$52,000/year
CLASSIFICATION	Salary - Exempt

JOB SUMMARY

The Children's Director provides vision, leadership, and oversight for all aspects of Canyon View Vineyard Church's Children's Ministry (birth through 5th/6th grade). This role is responsible for cultivating a safe, engaging, and spiritually formative environment where children can grow in their understanding of the Kingdom of God and develop a personal relationship with Jesus Christ.

This leader will build and sustain a thriving, volunteer-driven ministry by recruiting, training, and shepherding leaders, partnering with parents, and aligning all programming with the mission and vision of Canyon View Vineyard Church.

As staff members, we collectively act as proponents for encouraging individuals to embrace a lifestyle as cherished apprentices of Jesus. This is achieved by nurturing the five elements specified in our focus statement: engaging with Jesus, understanding Jesus' teachings, practicing the works of Jesus, collaborating with Jesus, and extending invitations to others.

The Children's Director plays a vital role in helping the next generation step into this way of life.

ESSENTIAL DUTIES/RESPONSIBILITIES

Vision & Leadership

- Cast and implement the vision for Children's Ministry with the overall church mission, under the direction of the NextGen Pastor
- Set goals and lead strategic initiatives to grow a healthy, Kingdom-centered ministry
- Ensure all environments are safe, welcoming, and spiritually engaging

Volunteer Development (Primary Focus)

- Build and lead a thriving volunteer culture using the church's volunteer pathway
- Identify, recruit, train, equip, and care for all Children's Ministry volunteers



- Raise leaders who lead others—not just personally minister to children
- Provide ongoing coaching, training, and encouragement for teams

Programming & Ministry Oversight

- Oversee all Children’s Ministry environments, including Nursery
- Develop and/or select curriculum aligned with church theology and vision
- Plan and execute key events (VBS, camps, invite nights, Kids Takeover, etc.) with excellence
- Oversee childcare needs for midweek gatherings, classes, etc
- Ensure clear next steps for kids and families within Canyon View Ministries

Family Engagement & Church Integration

- Build strong partnerships with parents to support discipleship at home
- Welcome and connect with new families; track attendance and engagement
- Collaborate with other ministries to integrate children and families into church life
- Foster unity between Children’s, Nursery, and Youth ministries

Administration & Operations

- Develop and manage the Children’s Ministry budget
- Maintain organized, clean, and professional ministry environments
- Oversee scheduling, systems, and communication
- Prepare promotional and communication materials as needed in coordination with the Communications Department
- Complete special projects and assignments as directed

NON-ESSENTIAL DUTIES/RESPONSIBILITIES

- A healthy, growing, volunteer-driven Children’s Ministry
- Leaders who are equipped, empowered, and multiplying
- Children actively engaging with Jesus and taking next steps in faith
- Families who feel connected, supported, and known
- Safe, organized, and inviting ministry environments marked by excellence

QUALIFICATIONS

- High School or GED equivalent degree required



- Proven ability to recruit, develop, and lead high-capacity volunteer teams
- Demonstrated leadership in building systems, developing leaders, and growing a healthy ministry culture
- Understanding of child development and current ministry/education trends
- Ability to lead through others, manage conflict, and navigate challenges with wisdom

WORK EXPERIENCE

- Experience in church or children's ministry (preferred)

SKILLS

- Comfortable with basic technology (Google Workspace, Microsoft Office, ministry tools)
- Strong organizational, communication, and problem-solving skills

WORK SCHEDULE

- The normal work schedule is Sunday through Thursday
- Some evenings for special events

If you're interested in this position, please email Brad your intention to apply, followed by submitting a résumé and cover letter, by May 7, 2026, to Brad Cummins (bradc@canyonviewchurch.com).

We look forward to reviewing your application!