



INDIANA ALLIANCE CHURCH

## CM Director Job Description

**Aspiring to Proclaim  
the Gospel,  
to be a Refuge,  
& to Restore  
our Relationships  
with God, & Others.**

---

### Church Staff

**Marv Nelson**  
Lead Pastor  
pstrmarv@icloud.com

**Michael Groop**  
Worship and College Pastor  
mike.groop@gmail.com

**Bryan Gillenwater**  
Youth Ministry Director  
EKKO.youth@gmail.com

**Children's Ministry Director**  
kellie@indianaalliance.com

**Candy Deemer**  
Administrative Assistant  
info@indianaalliance.com

---

**Indiana Alliance Church**  
2510 Warren Rd  
Indiana, PA 15701

Phone: 724.463.0862  
www.indianaalliance.com

---

### Requirements/Qualifications:

- Commitment to Jesus Christ as Savior and Lord
- Be a member of IAC or willing to become a member
- In agreement with the Vision Statement of IAC
- Have a vision and passion for children's ministries
- Demonstrated interpersonal skills with children and their parents as well as volunteers
- The ability to prepare, follow and implement detailed work plans to meet given objectives.
- The ability to lead by delegating work, chairing meetings and work groups as needed.
- Ability to work with and build relationship with parents, other adults and volunteers
- Demonstrate excellence in written/verbal communication skills
- Experience in working with children and parents
- Ability to plan ahead and implement plans accordingly
- Have current criminal/child abuse checks
- Attend Annual Congregational Meeting

### Responsibilities:

- The Director of Children's Ministry reports directly to the Lead Pastor
- Serves both as a CM teacher (when and where needed) and director
- Recruit people who agree with IAC vision statement to serve
- Seek ways to reach and evangelize children through IAC (VBS, special events, etc.)
- Assist with church-wide outreaches, adding in vision for CM within these outreaches
- Staff necessary CM positions within church-wide outreaches
- Keep congregation informed of children's ministries within IAC
- Seek and maintain current educational opportunities for self education and towards staff continuing education
- Encourage and support the children's ministry team
- Submit a budget to the Lead Pastor and board annually
- Maintain all background checks in a secure manner and ensure all volunteers are up to date
- Ensure all private and privileged information stays locked up and secure
- Have a vision and passion for leading and equipping children in service for Christ.
- Seek to foster strong interpersonal relationships with children and their families.
- Work towards - in conjunction with the Pastoral Staff to enhance children's ministries and the broader ministry of IAC within the congregation and through IAC to the community.
- Provide written/verbal reports as requested
- Any other duties requested of Lead Pastor or Elder board

### Ministry Areas:

- Nursery through Grade 5 during Sunday Morning / Wednesday Evening / Outreach
- Opportunities through IAC
- Special needs children
- Oversight pertaining to: staffing, curriculum, education training, background checks, supplies
- Submit potential staff names to Lead Pastor for approval along with curriculum selection

### Position Hours / Financial Package:

part-time basis 20 hours weekly  
\$14 hourly