

Job Description: Director, Children's Ministry

North Coast Calvary Chapel – Carlsbad, CA | Full-Time | Pastoral Staff

North Coast Calvary Chapel (NCCC) is seeking a spiritually mature, relationally gifted leader to serve as the director of Children's Ministry, overseeing staff and volunteers in initiatives and programs that primarily reach babies-3rd graders. This person's work is the evangelization and spiritual formation of children, with their dominant focus on weekend service ministry. To that end, they must recognize and value the unique contribution that weekend services make toward a child's formation, and be excited about harnessing best practices to make them as effective as possible. This person is a team leader with proven experience building teams, managing and motivating others.

A) Job Responsibilities

1. Weekend Team Leadership and Administration

- Identify, hire, and train high-quality staff.
- Meet regularly with weekend ministry team members to gather data, troubleshoot, provide care, and initiate tactics to support strategic objectives.
- Ensure that all safety and background screening protocols are being followed whenever volunteers are working with minors.
- Manage ministry budgets, communications, and ministry evaluation metrics.

2. Program Oversight

- Stay abreast of trends and best practices for the spiritual formation of children in a church setting.
- Help develop and refine yearly curriculum calendars.
- In concert with team leaders, evaluate each age group regularly and coach staff on areas of improvement.
- Troubleshoot and tweak the weekend program, both in real time and from one weekend to the next.
- Ensure alignment with NCCC's overall mission and ministry priorities.

3. Supervision of key staff

- Provide personal and professional development support to weekly preschool director, including support with staffing, budget, and compliance-related issues.
- Supervise weekend ministry team leaders (nursery, early childhood, early elementary).
- Supervise Kingdom Kids (weekday childcare program) team leader.

4. Church Leadership

- Serve as an ambassador and face for the ministry, raising its profile and advocating for its importance across the church.
- Help with volunteer recruitment and staff recruitment efforts by constantly being on the lookout for quality people who have gifts for working with children

- Attend Pastoral Leadership Team meetings (once a month).
 - Lead the planning team for the Harvest Party (fall community outreach), as well as participate in the planning for Carols by Candlelight (Christmas community outreach).
 - Serve on pastoral support rotation for Sunday night services.
 - Other duties as assigned.
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B) Candidate Qualifications

Ministry Leadership & Supervision

You have at least: 2 years leading in a church or ministry context

But preferably: 5+ years leading a thriving children's or youth ministry

Program Development & Oversight

You have at least: Some experience writing/revising/evaluating/executing published curriculum materials

But preferably: Extensive experience writing original curriculum and spotting effective vs. ineffective practices and plans

Event & Program Planning

You have at least: Planned at least 2–3 ministry events or retreats

But preferably: Have overseen regular weekly programming + large events

Volunteer Team Development

You have at least: Served with or co-led volunteer teams

But preferably: Built and led multi-level volunteer leadership teams

Administration & Organization

You have at least: Some administrative or logistical coordination

But preferably: Managed budget, schedules, communication, and systems

Reports to: Mark Friestad, pastor of children & youth

Salary: \$75,000-85,000 DOE. Exempt. Includes fully paid medical & dental plans for employee + family members.

Schedule: Full-time, in-person, 40-50 hours/week, which includes weekends and occasional evenings.

In-Person Location: North Coast Calvary Chapel, Carlsbad, CA