

St. Paul's Presbyterian Church
CHILDREN'S MINISTRY DIRECTOR
Rev. November 2021

SUMMARY DESCRIPTION:

The Children's Ministry Director is responsible for overseeing and directing all things related to Children's Ministries, with the guidance of the Family Ministries Team and in collaboration with the pastoral staff.

The objectives are:

- 1) To build God's kingdom by proclaiming God, His Word, and the gospel of Jesus Christ to the next generation
- 2) To help the children of St. Paul's to become vital members of the community of believers
- 3) To support parents in the spiritual nurturing of their children

The Children's Ministry Director is responsible for strategizing, planning, and implementing ministry in keeping with the mission statement of St. Paul's.

QUALIFICATIONS:

- Mature walk with Christ and spiritual vision for nurturing children's faith
- Possess a strong biblical foundation
- Participate in healthy personal relationships and family life
- Prior experience in teaching or providing care in a professional setting for very young children preferred
- Knowledgeable about working with families and developmental stages
- Proficient organizational and computer skills
- Collaborative leader

PRINCIPAL RESPONSIBILITIES:

1. Leading Volunteers

- Assist the Family Ministries Team in recruiting new volunteers and building up a base of childcare volunteers from the congregation while keeping existing volunteers from being overcommitted
- Direct, train, nurture, and supervise all volunteers and lay leaders in Children's Ministry
- Ensure that the Child Protection Policy is always maintained
- Oversee background checks for all volunteers
- Schedule childcare volunteers for Sunday mornings to fill positions
- Maintain the Breeze database of childcare workers

2. Leading Parents and Families

- Oversee the children's wing on Sunday mornings, including making sure children and parents have been signed into the check-in system and fostering a safe and loving environment for all children
- Communicate proactively with parents to resolve any issues related to childcare
- Assist with the development of childcare policies (i.e., sick children, discipline, etc.) in conjunction with the Family Ministries Team
- Equip parents, as the primary disciple makers, to train up children in the way of the Lord
- Periodically help with family-oriented adult Sunday School offerings, such as parenting or marriage topics
- Involve children in the life, ministry, and service of the church

3. Facilitating Programs

- Oversee Children's Ministry programs and lay leaders, setting them up for success
 - Programs have included: Kings Kids, Children & Worship, Little Lambs, Sunday School, MOPS, CCA, and seasonal events such as Fall Harvest Party, Gingerbread House Party, and Easter Egg Hunt.
- Pursue discipleship opportunities through our church family to children in our community
- Notify Family Ministries Team of supplies that need to be purchased and at times helping facilitate purchase of materials
- Work with Family Ministries Team to develop and maintain FMT budget
- Collaborate with Student Ministry and Pastoral staff to support parents and care for children as they grow up in the church
- Become familiar with Gospel Project curriculum and equip Sunday School leaders
- Maintain systems for safety, scheduling, and programming

Other Expectations

- Develop relationships and serve throughout the broader church family
- Relationally gifted with multi-generational connections
- Cooperative in working with others
- Year-round position, including summer months
- Approximately an average of 15 hours per week
- Hourly wage TBD
- Allow for time on Sunday mornings to be off the clock and free to be fed spiritually

SUPERVISION: Reports to the Family Ministries Team Leader, supervised by the Pastoral staff