

Title: Director of Children's Ministry

Purpose: To focus on the needs of children, and their families, and the development of vibrant programs and ministries to meet those needs. This person will lead, nurture, and grow our children's ministry programs, assuring that our Christian Education programs run smoothly and reliably. This person will work closely with the Director of Youth Ministry, whose focus is on Junior and Senior High School, to provide continuity between child, youth and family ministry.

Accountability:

The Director of Children's Ministry will report to the Pastor in the performance of the specific duties outlined below, and will be subject to an annual review by the Pastor in consultation with the Human Resources Committee.

Personal Characteristics:

A primary qualification for serving on our church's staff is a personal commitment to Jesus Christ as Savior and Lord. We also seek a person with spiritual passion, a God-honoring lifestyle, personal integrity, servant leadership, enthusiasm, communication skills, and a willingness to work as part of a ministry team.

Qualifications:

The Director of Children's Ministry must have a healthy and growing relationship with Christ, be committed to growing in the knowledge of the Word of God. Our current staff is composed of people who come from many different Christian church backgrounds. The Director of Children's Ministry must be committed to conducting their life and ministry in accordance with the standards of belief and conduct as presented in the Confessing Church Resolution of Westminster Presbyterian Church.

Education & Experience: Bachelor's Degree or higher is desired but not required, provided a person is currently enrolled in a Bachelor's Degree program. Background in any of the following areas will be helpful: preschool programs, youth & family ministry, elementary education, Sunday school programs, Vacation Bible School, and children's music.

Responsibilities and Duties:

Christian Education : Provide strong and consistent vision and spiritual leadership for our Christian Education goals and curriculum.

- a) Work with staff and volunteers to provide an effective Sunday School program and Sunday morning children's program.
- b) Serve as staff liaison for annual Vacation Bible School.
- c) Work in concert with the Christian education committee in the selection of curriculum, and oversee education program for nursery through the fifth grade.
- d) Maintain responsibility for the children's program's expenditures within the allocated budget and make budget recommendations to finance annually for children's ministry programs.
- e) Actively provide continued outreach inviting additional children and families to participate in WPC programs and activities.

- f) Serve as a staff advisor and lend support for special seasonal programs offered by the church (i.e Harvest Festival and All Church Retreat).
- g) Support and encourage music ministry with children in cooperation with existing music programs and personnel
- h) Provide monthly report to CE and a year end report to include in the Annual Report to the congregation

Child Safety

- a) Develop and maintain an overall program of child safety in accord with the church's current Child Safety Policy.
- b) Publicize the policy for the parents and congregation to improve congregational awareness of the policy.

Ministry Staffing

- a) Lead the recruitment and training of children's ministry leaders/workers.
- b) Play an active role in children' ministry staff development, making sure that both paid staff and volunteer leaders are supervised, trained, engaged, and aware of the resources available to run effective and safe children's ministry programs.
- c) Provide general oversight, support, and outreach to MOPS ministry.
- d) Conduct background checks on all MOPS and WPC children's program, nursery staff, and Moppets workers.
- e) Supervise, manage, and develop supporting program staff including, Child care workers, Sunday School/Children's Coordinator, and Nursery Coordinator.
- f) Recruit, encourage and resource Vacation Bible School volunteers.
- g) Make recommendations to HR for additional staffing as needed in children's ministries.
- h) Serve as a church staff representative in ex-officio capacity on the Christian Education Committee

Worship

- a) Be an active participant in the WPC congregation, including churchwide events.
- b) Involve children in Sunday worship services.

Administration

- a) Attend weekly church program staff meeting.
- b) Prepare monthly newsletter with calendar of events and keep the congregation informed children's activities through the bulletin, church newsletter, website, and other means.
- c) Participate in staff long-term planning sessions on a quarterly basis.

Time: This is a part time hourly position of 15-20 hours per week. The job can be done from home on a flexible schedule, but there should be regular office hours and availability during the day for staff meetings and conferences with other church staff members. There is also time spent on weekends and evenings for Children's programs and relational ministry.

Continuing Education:

Professionally, the Director of Children's Ministry should make it a priority to annually attend a workshop or conference to stay informed on new and effective ways to implement children & family ministry. This will be at the church's expense.

Vacation and Study leave:

In accord with Westminster Presbyterian Church Human Resources Policy Manual.

How to Apply:

Please send your resume to Mary Pluto at mary@wpcesco.com. You may call her at 760-745-3225 for questions or further information.