

JOB DESCRIPTION

springrun

Director of Children's Ministry PRESBYTERIAN CHURCH

The purpose of the Director of Children's Ministry is to ensure that our children *know* the scriptures, *grow* in their relationship with Jesus and his church, and *go* tell others about the good news of Jesus. The director will work closely with the pastoral staff and volunteer leaders. This is a part-time position requiring approximately 10 hours per week.

Personal Qualities and Skills

- Personable Faith—a relationship with Christ that is respected by family, church, and community, and exhibited in spiritual vitality, integrity, and authenticity.
- Gospel-centered—Christ focused, grace oriented, and able to communicate the gospel.
- Outward-facing—ensure children's ministry is welcoming and hospitable to those who are not Christians and is attractive to families in our community.
- Respected Leadership—able to recruit, coach, and encourage volunteers in ministry. Well organized with good planning, communication, and time management skills.
- Ministry Trained—experience in teaching and leading volunteers in church setting. Experience from other educational settings is also helpful.

Primary Responsibilities

- Oversee all children's ministries including Children's Worship, Sunday School, Nursery, VBS, and family outreach events. Oversee the budget for these ministries.
- Review all curriculum ensuring it is biblically based, gospel-centered, and teacher friendly.
- Recruit, train, and encourage Ministry Team Leaders for each area of ministry, and assist them in recruiting and training other coordinators, teachers, and volunteers.
- Pray weekly for volunteer leaders, children, and families.
- Monthly participate in Children's Worship. Ensure safe transition of children from sanctuary to classes and back.
- Be present during Sunday School and ensure safety through check-in and check-out process.
- Check in on Sunday morning with the Nursery MTL or Coordinator for that day.
- Recruit leader and help build team for VBS. Participate in VBS.
- Plan and attend family events that are both fun and service related.
- Provide resources for parents to help with spiritual growth of their children.

Evaluation - Report to and discuss goals quarterly with the Pastor. Annual performance review.