

Interim Director of Children's Ministries

Basic Functions

The Director of Children's Ministries provides leadership for ministries to and with children at Third Reformed Church. This involves directing and coordinating the Christian Education program for three-year-olds through fifth grade, as well as providing continuity in the overall curriculum. Present ministries include oversight and/or staffing of:

1. Sunday morning activities
 - a) Children's Worship Center (In case of on-line worship, there will be no Children in Worship time.)
 - b) Church School for three-year-olds through fifth grade students
 - c) Young Levites (grades 3-5)
2. Wednesday evening children's program (LIFT)

Specific Responsibilities

1. Sunday morning activities
 - a) Recruit and serve as resource person to Worship Center leaders, Church School teachers, and Young Levites' volunteer leader.
 - Select and order Sunday school curriculum
 - Create instructional groupings for church education
 - Provide Church School teachers' training/orientation in late summer or fall.
 - Provide on-going support for teachers (i.e.: provide techniques for teaching; participate in the development, use, and evaluation of curriculum materials; express appreciation to volunteers; etc.)
 - Stay in communication with worship center leaders regularly, including at year's beginning and end. Also, encourage new worship center leaders to participate in training sessions.
 - Provide or recruit leadership for the Summer Worship Center when worshipping in-person.
 - Provide or recruit leadership for Vacation Bible School (not in 2021) or alternative summer activity
 - Resource leaders for Young Levites (grades 3-5) who meet twice a month during the school year on Sunday mornings at 10:15 (dismissed during worship). Fall semester: Young Levite students rehearse for the Christmas program; Spring semester: Young Levites prepare for some form of leadership in subsequent worship services.
 - Equip teachers and parents to encourage children's participation in engaging scripture, such as personal devotions, scripture memorization, etc.
 - b) Initiate and oversee the following events in conjunction with a working team of adults and staff:
 - Fall Church School Kick-off
 - Children's Christmas program
 - Church School offering project: Designate and promote, in conjunction with the Christian

Education committee, allowing the students to choose the project.

- Implement two family friendly Outreach events per year (historical examples: Easter Egg Hunt, Backyard Bash, Advent Family Workshop)
- Presentation of Bibles to third graders

c) Oversee:

- Weekly church school classes (make rounds on Sundays, ensuring that teachers and students are settled in; oversee collection of weekly offering)
- Church School rooms, Worship Center rooms, and nurseries to ensure availability of appropriate supplies and materials. Make recommendations concerning furniture procurement and maintenance when necessary.
- Maintain an updated substitute list for Church School teachers
- Review curriculum material in stock and order additional if necessary
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2. Wednesday evening LIFT (LIFT meets 10-11 times per semester)

a) Initiate and oversee the Wednesday evening children's LIFT program in conjunction with a working team of adults and staff:

- Develop a theme and find (or develop) curriculum for each one hour evening children's time (LIFT meets 10 times/semester)
- Implement the children's portion of the program (through teaching or volunteer staffing)
- Recruit volunteer music leader(s) to lead a singing component to the children's hour.
- Attention to the bilingual needs of participants
- Collaboration with laity and staff, especially in regard to the opening hour of LIFT

3. Other responsibilities:

- a) Meet with Christian Education Committee of Third Reformed Church to work on an overview and "big picture" for Children's Ministries at Third Reformed Church.
- b) Keep abreast of new developments in the field of Christian Education.
- c) Work with the coordinator of the nursery (currently Andy and Jane Zoerman)
- d) Report to and seek feedback from parents and members as appropriate.

Supervises

The director of children's ministries oversees the volunteers engaged in the children's educational programs.

Accountability

The director of children's ministries reports to the administrator and works closely with the youth director in planning the church's educational program.

Classification

The Director of Children's Ministry is a regular part-time, exempt position.

Accepting this position does not preclude one from interviewing for a permanent position.

