



Position Description: Director of Children's Ministries

Title: Director of Children's Ministries

Reports To: Pastor

Effective: 9/12/2017

Personnel Committee Approval:

9/07/2017

Position Description and Responsibilities: (purpose, authority, scope)

As a church family, we desire to uphold our baptismal vows to guide and nurture our children by word and deed, with love and prayer, encouraging them to know and follow Christ and to be faithful members of his church. The Director of Children's Ministries (DCM) seeks to be faithful to God's call in his/her life while ministering to the children and their families.

The DCM organizes and manages Valley's Children's Ministries programs for children, infants through 5th grade. Working with the Christian Nurture Committee for Children's Ministries, the DCM establishes goals and objectives for the Children's Ministries programs and events. These include church school classes, Vacation Bible School, fellowship opportunities, service and mission opportunities, overseeing the Mothers of Preschoolers (MOPS) program and the nursery care coordinator, and involvement in worship and the sacraments. The DCM participates in Christian Nurture Committee meetings, staff meetings, and actively participates in the life and worship of the church.

This position reports administratively to the Pastor and works with the Elder for Christian Nurture for Children's Ministries on matters related to the children's ministry programs and events. The DCM is supported by the Personnel Committee and the Christian Nurture Committee.

Principal Duties: (functions, rather than detailed tasks, prioritized)

- Helps implement the goals and objectives for Children's Ministries as outlined by the Christian Nurture Committee for Children's Ministries
- Implements children's ministry programs by organizing, recruiting and coordinating work for the staff and volunteers (i.e.: plan events, prepare materials, publicize programs, train volunteers and lead programs as necessary)
- Builds relationships with the children and their parents/guardians through a caring interaction and personal contacts (i.e.: make phone calls, send emails, set up meetings, send text messages.)
- Actively participates in committee meetings, staff meetings, and other planning meetings as necessary
- Consistently evaluates and reforms ministry to all children and their parents in collaboration with the Christian Nurture Committee.
- Functions in a team-style relationship with staff and volunteers
- Publicizes programs and events in the Valley Messenger, on the Valley website, in the weekly bulletins and E-Blast, on bulletin boards, and in other places when appropriate
- Working with the Pastor and Elder for Children's Ministries, evaluates, at least annually, the children's programs and events
- Reports results of programs and events to the Christian Nurture Committee.
- Assists the Pastor and Elder for Christian Nurture for Children's Ministries to train, develop and evaluate volunteer's performance

Education/Certification/Desired Skills: (listed top down)

- Teaching certificate or Certified Christian Educator in the PC(U.S.A.) or related education and/or theological degree
- Ability to share personal experience of faith and belief in Jesus Christ
- Experience organizing programs and curriculum for teaching children, infants through 5th grade
- Experience in the spiritual development of children, infants through 5th grade
- Knowledge of the reformed faith as expressed in the Constitution of the PC(U.S.A.)
- Good written and oral communication skills
- Good organization skills
- Demonstrated skills working in a team environment and resolving conflicts
- Experience using programs such as Microsoft Outlook, Word, Publisher, and PowerPoint
- Willingness to continue education and learning through professional development and/or conferences
- Knowledge of the polity and procedures of the PC(U.S.A.)

Responsibility for Funds, Equipment, Supplies:

- Prepares or purchases program materials and supplies
- Manages expenditures according to an approved budget

Equipment/Machines Necessary to Perform this Job:

- PC/desktop computers and associated software
- General office equipment

Work Environment Considerations: (Overtime, hazards, physical such as lifting, standing, reaching, and mental such as fast-paced, deadlines)

- Ability to travel to program related meetings and events
- Opportunities for continuing education are included

Time commitment:

- 20 hours/week. Due to the nature of ministry, work hours will be varied

Compensation:

- \$19,000-\$23,000 annually, includes two weeks vacation (total of 40 hours) per year

**Send cover letter and resume to the following:
David Jimerson, Personnel Chair
david.a.jimerson@gmail.com**

Questions/Comments, contact the church office: 503.292.3537