



Director of Children's Ministry

Effective Date:	September 18, 2023
Classification:	Full-time, exempt
Reports To:	Director of Family Ministries
Works With:	Family Ministry Team, pastors and directors, volunteer leaders, and children's staff.
Supervises:	Children's Ministry Assistant, Sunday Superintendent, Wednesday Superintendent, Special Needs Coordinator, and Children's Ministry volunteers.

Job Summary: The Director of Children's Ministry is responsible for furthering the mission of Grace Presbyterian Church by leading, managing, and growing the Children's Ministry. This role connects families to Grace by providing quality care of their children along with bible-based learning, fun activities, and engaging worship. This position is an integral member of the Family Ministries Team and will provide strategic direction for the Children's Ministry that aligns with and compliments the overall vision of Family Ministries. An effective Director of Children's Ministry will develop and implement children's programming throughout the year that ignites a genuine desire for a relationship with Christ among children at our church – ages infants through sixth grade. A successful candidate will be able to grow the capacity and fruit of the Children's Ministry by recruiting, inspiring, and equipping a team of volunteers to teach, shepherd, and care for the children of Grace Presbyterian Church.

Job Responsibilities:

- **Casting vision:** Help develop and implement the vision for Children's Ministries in collaboration with the Director of Family Ministries, staying informed about current trends and developments regarding children's ministry and culture.
- **Programming and Curriculum:** Develop and execute a 12-month growth-oriented ministry plan including programming for Sunday Schools, Wednesday Nights, and Vacation Bible School. Plan special events and develop children's programming for church-wide events (such as Global Impact Celebration/Kids conference). Oversee the selection and implementation of curriculum.
- **Supervising:** Train and manage any part-time Children's Ministry employees.
- **Volunteer Recruitment and Leadership Training:** Effectively equip, train, and build up lay leaders ensuring that all teaching is biblical, age-appropriate, engaging, and accessible. Develop a strong leadership team, meeting regularly to brainstorm, evaluate programs and events, delegate responsibilities, and support as they lead and carry out many functions of the ministry.
- **Safety & Compliance:** Oversee processes necessary for effective Children's Ministry operations (e.g.: check-in, safety). Ensure Children's Ministry policies, procedures, and guidelines are being adhered to within all programs. Reduce unsafe or unhealthy exposure to the ministry through conducting background checks on all volunteers and ensuring parental consent/medical release forms are collected when needed.
- **Outreach and Engagement:** Look for ways to share the Gospel with new families and their children and equip leaders, parents, and children to do likewise. Intentionally welcome newcomers to the Children's Ministry.

- **Special Needs:** Oversee a growing ministry to kids with special needs, working with families and leaders to help kids with special needs to feel known, loved, and encouraged in Christ.
- **Parent-focus:** Equip, support, and encourage parents as they impress their children's hearts with a love for God, providing regular opportunities (ex: Milestone breakfasts, trainings) and resources for home discipleship. Be available to counsel and pray with children and parents.
- **Communication:** Develop efficient, effective, and clear communication strategy to keep staff, volunteers and parents informed and up to date on ministry activities.
- **Stewardship:** Work within a budget and strategically utilize funds and resources to grow and support each area of the Children's Ministry.

Job Skills & Qualifications:

- Bachelor's degree in child development or education (preferred)
- 3-5 years of experience in leadership in Children's Ministry (preferred)
- Understanding of and alignment with the PCA's doctrinal and theological beliefs (<https://pcanet.org/beliefs/>)
- A growing relationship with Jesus Christ evidenced by action, attitude, and behavior.
- Willing to become a member Grace Presbyterian Church and ability to fully embrace the mission, vision, values, and statement of faith of Grace Presbyterian Church.
- Demonstrates love for children; has a passion for ministry to children as well as seeing their families growing in faith.
- Can teach kids from God's Word, articulating the Gospel and other key Biblical truths in an age-appropriate way. Comfortable teaching and leading in small and large group settings.
- Strong team player and collaborator.
- Proven leadership skills with an emphasis on building and equipping volunteer teams.
- A healthy relationship with spouse and/or family.
- Strong interpersonal skills with the ability to maintain healthy relationships with a variety of stake holders including staff, church leaders, supervisors, coworkers, and volunteers.
- Creative, able to think outside the box, and come up with workable solutions.
- Strong organizational skills with attention to detail and an eye for excellence.
- Dynamic communication skills that keep children, parents, staff, and volunteers engaged and motivated.
- Ability to set and achieve age-appropriate goals and outcomes for varied educational stages.
- Reliable, trustworthy, considerate, and consistently has a positive attitude.
- Self-starter, excellent at following through on details, and conscientious of job responsibilities.
- Efficient, good at prioritizing projects, and adept at time management.
- Ability to make quick and wise decisions even when presented with unexpected challenges.
- Able to remain calm and friendly when faced with stressful situations.
- Proficient computer skills and ability to learn new programs. Experience with Office 365 Microsoft Teams is preferred but not required. Familiarity with Church Community Builder is a plus.
- Ability to work 40-60 hours per week, including times outside the regular workweek.
- Adept with fiscal management.