

Job Description

Director of Children's Ministry, Immanuel Presbyterian Church

Reports to: Senior Pastor

Effective:

Supervises:

Status: Part Time, 20 hours

FLSA: Exempt

Job Summary

The Director of Children's Ministry will provide enthusiastic leadership for the Children's Ministry programs of the church, through developing caring relationships with children and their families; facilitating their growth in faith and involvement in the life of the church; planning and implementing educational, fellowship, and service opportunities; and recruiting, supporting and training any volunteers. The Director of Children's Ministry will work as part of a team of staff and volunteers.

Essential Functions:

- Develop, oversee, coordinate, and actively participate in programming involving children and their families—including Sunday Christian Education, Summer Vacation Bible School, Community Service projects, and other mission and fellowship activities.
- Facilitate participation of children in worship services throughout the year, including helping to coordinate children's messages, and involving children in worship in various other ways.
- Interface with children's music program/staff, or be able to provide a musical component to Christian education and participation in worship (especially Christmas pageant and Vacation Bible School)
- Select and/or develop curriculum and plan special events for children working in cooperation with the Children's Ministry Team, with an eye to continuity across all age groups pre K-12, and integration into the life of the whole church.
- Develop age-based curriculum focused on Bible lessons for Sunday School, and be able to teach Bible stories through a collection of modalities (Bible stories, plays, songs, videos, games, crafts, ongoing projects, etc.)
- Identify meaningful service projects for children to participate in through the church.
- Recruit and oversee Sunday School volunteer teachers.
- Develop meaningful and caring relationships with children, and their families through engaging in a ministry of presence. Advocate for children.
- Communicate effectively with children, volunteers, and the wider congregation to promote intergenerational awareness and visibility among the congregation and community.
- Recruit and/or coordinate recruitment of lay leaders and volunteers involved in programming for children.
- Provide training, support, and resources for lay leaders and volunteers involved in programming for children.
- Plan and oversee (in conjunction with Children's Ministry Team, Immanuel Staff, and other participants in those ministries) the annual budget and calendar for Children's Ministry, including maintaining and ordering supplies.
- Employ technology for distance learning for children.
- Maintain a degree flexibility and commitment to families with their different comfort levels regarding Covid-19.
- Be available Sunday mornings from 9 am until 12 pm for Christian Education and Child Support.

Other Responsibilities:

- Participate in staff meetings and other committee and task group meetings as necessary
- Attend worship services
- Ensure that the nursery is appropriately staffed. Oversee volunteer assistance in nursery.
- Ensure that all volunteers are trained in Sexual Misconduct Prevention Policy
- Other duties as assigned/necessary

Minimum Qualifications:

- A Bachelor's degree, preferably in Christian or General Education
- Demonstrated leadership skills
- A deep love for working with children and youth
- Technologically savvy
- 3 years of experience in Christian Education or a related field preferable

Physical Requirements:

- Able to move freely in and out of different group settings (homes, church, etc.)
- Able to speak in a public forum

Interested? Please submit your resume to office@ipcmclean.org

Core Competencies:

- **Mission Ownership:** Demonstrates understanding and full support of the mission statement and beliefs of Immanuel Presbyterian Church, especially the importance of embodying God's love in the world and other aspects of the Reformed Tradition. Embraces and can teach those values to others.
- **Passion for and Patience with Helping Children Grow in Faith:** Possesses a strong desire to encourage the spiritual growth of children, advocates for them, and feels passionately about that importance of that task, while exhibiting patience.
- **Spiritual Maturity:** Demonstrates awareness of and is intentional about meeting expectations of Senior Pastor, Session, and Personnel Committee regarding interactions with staff and church community. Possesses a good sense of his/her own theological beliefs and can articulate them to others, while at the same time being open to dialogue about faith perspectives.
- **Enthusiasm:** Possesses an obvious excitement about relating to children, youth and adults, serving in a congregational setting, and sharing the stories and insights of scripture and our faith in the God made known in Christ.
- **Organization:** Is able to structure his/her time, plan of work, the program calendar, and budget in an organized fashion.
- **Interpersonal Skills:** Demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively, with a demeanor of optimism and abundance.
- **Recruitment, Delegation, and Leadership Development:** Is a good judge of talent and spiritual giftedness. Can accurately project how people are likely to perform in a variety of settings. Provides a variety of engaging tasks for volunteers. Is unafraid to ask people to serve and proactive about doing so.
- **Verbal Communication:** Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending on the circumstance and the listener.
- **Initiative:** Enjoys working hard; is action-oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding and achievable objectives for self and others.
- **Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.