

**THE NATIONAL PRESBYTERIAN CHURCH  
DIRECTOR OF CHILDREN'S MINISTRIES**

**POSITION DESCRIPTION**

The Director of Children's Ministries is a full-time, exempt position reporting to and supervised by the Associate Pastor for Discipleship and Christian Formation (Quinn Fox). The Director of Children's Ministries has primary staff responsibility to coordinate and implement the vision for Children's ministry by managing and coordinating all programs for children from birth through 5<sup>th</sup> grade in collaboration and coordination with the part-time Associate for Family Ministries. The primary outcome of this position is to lead our children to become faithful followers of Jesus Christ, and to equip their parents in their primary role in nurturing the faith of their children.

**ESSENTIAL FUNCTIONS**

**A. General:**

1. Strategic Plan 2014: Facilitate the implementation of NPC's Strategic Plan 2014, as it pertains to Children's Ministries.
2. Team Development: Develop and support teams to lead Children's Ministry programs; recruit, screen, select, and train volunteers to accomplish program goals.
3. Resources: Coordinate the evaluation and selection of curriculum and other teaching resources.
4. Nurture of Children: Serve as the primary staff contact for children at NPC, defining for them by example and personal connection the meaning of our faith and assuring them of NPC's interest in their lives.
5. Policy Implementation: Ensure implementation of the Church's child protection policies, and other pertinent policies and procedures
6. Facilities: Plan the use of NPC facilities and equipment to assure coordination with other Church activities and cost-effective ministry programs.

**B. Programs:**

1. Sunday School, including Milestones in Worship
2. Nursery and Childcare (supervising Nursery & Childcare Coordinator)
3. "Club 45" ("pre-youth group" for 4<sup>th</sup> and 5<sup>th</sup> graders)
4. Vacation Bible School
5. Advent Workshop
6. Children's specific programs for all-Church events (e.g., Christmas and Easter drama portions of worship service, Palm Sunday donkey, Great Day of Service, Party with Purpose, etc.).
7. Other duties and responsibilities, as assigned.

**C. Communication:**

1. Ensure regular communication about programs for children and families through weekly e-newsletter, bulletins and the NPC website.
2. Interact personally with volunteer leaders and parents on a regular basis.

**D. Relationships:**

1. Staff
  - a. Supervise the Coordinator for Nursery and Childcare Ministries.
  - b. Supervise Children's Ministry summer intern(s).

- c. Collaborate with the Associate for Family Ministries, the Director of Youth Ministries and the Associate Pastor for Discipleship to provide coordinated family ministry programs.
  - d. Collaborate with the Music Ministry staff to integrate children's music and Children's Ministry programs, and with Serve Ministry staff to enable children to participate in the larger mission of our congregation.
  - e. Attend weekly all-staff and Grow staff meetings,
  - f. Provide no less than monthly reports to Associate Pastor for Discipleship prior to one-on-one supervisory meetings, including quarterly Safe Standards Policy compliance reports.
2. Volunteers.
    - a. Recruit, train and supervise Sunday School teachers and other volunteers participating in Children's Ministry.
  3. Parents and Families
    - a. Equip and assist parents in their role as their children's primary Christian educators.
    - b. Follow up with families/children who visit NPC.
  4. Congregation
    - a. Educate and nurture the congregation in its understanding of the place for children within the total life of the church; encourage congregational participation in the lives of NPC's children.
    - b. Advocate for and help facilitate the involvement of children in the worship life of the congregation.

**E. Organization Support:**

1. Program Management.
  - a. Ensure that programs (see Essential Functions, B, above) are adequately staffed, run smoothly and are regularly evaluated.
  - b. Manage and track the use of Children's Ministry operating budget and designated funds.
2. Program Resourcing. Provide expertise in children's ministry curriculum, trends and other resources to staff colleagues, Children's committee and volunteer leaders.
3. Session and Councils.
  - a. Serve as staff administrative resource to Children's Committee, helping to plan, and attending, all meetings.
  - b. Participate in and attend meetings of Session's Grow Council, including combined Children, Youth and Family meetings.
4. National Presbyterian School Liaison
  - a. Serve as a liaison to peers at National Presbyterian School and help nurture the relationship between the Church and School, specifically regarding shared space in the School on Sunday mornings.

**CORE COMPETENCIES**

- A. Strong interpersonal skills, with an ability to relate to both parents and children in appropriate ways. This includes a warm, outgoing manner.
- B. Excellent organizational skills. This includes the ability to create and maintain order (without undue frustration) in a sometimes fluid/unpredictable system and team culture.
- C. Strong event-planning skills.
- D. Strong written and oral communication skills

- E. Self-starter; ability to work independently.
- F. Competent with Microsoft Office (Outlook, Word, Excel) and ability and willingness to learn Church Community Builder and Constant Contact.
- G. Ability to communicate personal faith in Jesus Christ, especially to children.
- H. Appropriate knowledge of children's ministry resources.

## **QUALIFICATIONS**

- A. Mature personal relationship with Jesus Christ, with a passion to share and live the Gospel, while leading others (including children) to do the same
- B. Commitment to serve Jesus Christ through ministry to children and their families, based on love for His Church, particularly for children.
- C. Demonstrated ability to recruit, train, supervise, encourage, and work with volunteers.
- D. Demonstrated ability to work creatively, cooperatively, and collegially with staff, volunteers, parishioners, and the general public
- E. Demonstrated administrative skills in organizing and leading a Biblically-based children's ministry, with appropriate use of technology and other communication tools.
- F. Ability to engage children individually and in groups – preferably with skills in music, art, crafts, or other appropriate media.
- G. Awareness of the programmatic and budgetary needs of ministry to children and families; ability to prioritize needs and manage resources efficiently.
- H. Experience serving as a children's ministry professional in a medium to large, multi-staff church is highly desirable.
- I. A bachelor's degree is required; M. Div. or M. A. in Christian Education from an accredited seminary or divinity school is desired.
- J. Awareness of and commitment to the Reformed theological tradition and Presbyterian governance.
- K. Ability to subscribe to and adhere to the Church's *Biblical Standards for Christian Leaders*

## **PHYSICAL REQUIREMENTS**

- A. This is a physically active position. The demands described here are representative of those that must be met to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to sit, talk, and hear. The employee is frequently required to reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to stand and walk; there may be occasional running. The employee is regularly required to items from one building to another on the grounds of the Church. The employee must regularly lift and/or move up to 25 pounds.