

Westminster Presbyterian Church
Job Description
Director of Children's Ministries
2011

Mission:

Westminster Presbyterian Church is a Christ-centered Bible-based church seeking to glorify God in all the we do so that we may enjoy His presence now and forever.

Position Summary

This position seeks to focus on and enhance the work with our children from birth – 5th grade. The position is a full time position. This position reports to the Westminster Senior Minister.

Duties and Responsibilities

1. Oversee and coordinate the major programs relating to the children:
 - Sunday Morning Sunday School 9:30 service and 11:00 service
 - Sunday Morning Nursery – Recruit and oversee Nursery Staff (paid and volunteer)
 - Kid's Inc – Wednesday night programs 3 years – 5th graders
 - Vacation Bible School (1 week during the Summer usually June)
 - Special Events
 - Christmas Eve 5:30 Service
 - Help with church picnics by arranging Rides and Games when asked by Congregational Life Commission.
 - Fall Festival on a Wednesday Night
2. Curriculum – To evaluate and improve curriculum, including parental partnership in the spiritual development of the children.
3. To evaluate and create new programs for the children.
4. Develop teaching and learning resources in addition to selected curriculum, that address basic topics not address by the selected curriculum, such as:
 - Steps to salvation
 - Presbyterianism
 - Baptism
 - Communion
5. Work as a resource person with Elders from the Church Ministries Commission in the area of Teacher recruitment and staffing.
6. Provide program evaluation and teacher training classes.
7. Deliver new baby cradle cross and rose and provide rose and announcement in bulletin after the birth of a new baby in the congregation.
8. Provide the 11:00 Children's Moment each Sunday.
9. Supervise and oversee church resource closet and supply closet for teachers and volunteers of children.
10. Order and Distribute 3rd grade Bibles in September.
11. Keep bulletin boards current with upcoming information for children and parents.
12. Work as a team member with Westminster Day School to coordinate use of space and supplies.
13. Visit WPC children during hospital stay.
14. Attend and participate in Visitor Outreach Team Ministry.
15. Other duties as assigned by the Senior Pastor.
16. Good News Club.

Qualities

1. A spiritual leader, capable of using his/her spiritual gifts to express his/her personal faith in Jesus Christ.
2. A good leader with skills in networking, organizing and delegating.
3. Sensitive to the mission and vision of Westminster Presbyterian Church and able to express that mission and vision through the Educational Ministries of the church.
4. Ability to inspire, recruit and train talented team members from the congregation.

Expectations

1. Have a strong personal relationship with Jesus Christ
2. Have strong interpersonal skills with children and adults
3. Perform and complete successfully a variety of administrative tasks with a high degree of efficiency.
4. Build relationships with families (i.e. Incarnational Ministry model)
5. Be a “team player”
6. Seek to improve professional ability through academic opportunities
7. Attendance at church on Sunday mornings and Wednesday evenings
8. Attend and participate in Church Ministries Commission meetings once a month
9. Attend and participate in staff meetings and retreats

Miscellaneous

1. Salary to be negotiable based on qualifications and years experience
2. Salary to be recommended by the Senior Pastor and approved annually by the Administration Commission of the Session.

Working Relationships

1. The Director of Children’s Ministry reports directly to:
 - a. the Senior Pastor (as Head of Staff), through both ongoing informal communication and regular meetings;
 - b. The Church Ministries Commission of the Church.
2. The Director of Children’s Ministry works closely and cooperatively with the entire church staff

Relationships

The Director of Children’s Ministry will be a member of the entire Staff Team in a close-supportive role with the pastors in the total church ministry.