

Mt. Washington Presbyterian Church
Director of Children's Ministries

Draft 12/03/19

Position Overview

The Director of Children's Ministries oversees staff and programs that develop the spiritual lives of children and their families. The scope also includes outreach to families, particularly parents, working to strengthen families in their spiritual development. The focus is to catalyze growth in the church's outreach to families in Mt. Washington and Anderson Township through intergenerational engagement.

This position is half-time and exempt.

Reporting Relationships

- A. Reports to Head of Staff
- B. Supervises:
 - 1. Cribbery Care Provider
 - 2. With Youth Director, the Admin to Family Ministry Staff
- C. Serves as staff resource to the following Session and Church Ministry Teams:
 - 1. Learn: Family Ministries Team
 - 2. Preschool Council
 - 3. VBS Leadership Team

Knowledge, Skills and Qualifications:

- A. Faith Background
 - 1. Possesses and practices a deep and growing Christian faith
 - 2. Experience in a variety of church settings
- B. Work Style and Experience
 - 1. Completed degree or equivalent experience in the fields of Christian Education or Education. Transferable experience is welcome!
 - 2. Program and volunteer management experience is essential
 - 3. Possesses a heart for children and families with an awareness and compassion for challenges they face
 - 4. Possesses engaging and authentic interpersonal skills
 - 5. Proven ability or potential to develop programs aimed at strengthening families and welcoming them into the church
 - 6. Works collaboratively and creatively with Staff and volunteers
- C. Leadership and Administrative Skills
 - 1. Previously demonstrated interpersonal skills that welcome and nurture children, their families, and the volunteers that serve them
 - 2. Possess an instinct for welcoming and integrating new families into the church
 - 3. Previously demonstrated ability to implement strategic vision, catalyzing a broad array of volunteers
 - 4. Previously demonstrated ability for effective communication skills, both in writing and speaking
 - 5. Previously demonstrated ability and aptitude for strong organizational and management skills

Primary Duties and Responsibilities: In conjunction with the Children, Youth, and Family Ministry Team of Session, Staff and volunteers, collaboratively develops and implements:

- A. **Vision and Mission** – In conjunction with the Children, Youth, and Family Ministry Team of Session, Staff and volunteers, collaboratively develops and implements:
 - 1. Comprehensive and age-appropriate ministry to children, the scope of which includes:
 - a. Bible literacy and the spiritual disciplines of prayer, tithing, and service/mission, first communion, etc

- b. Outreach and inclusion of all children, regardless of ability, gender or sexuality, race and or economic status, particularly those in the community outside the church
- c. Fosters Christ-centered and strong interpersonal relationships with children, their families and volunteers

B. Responsibilities

1. Resource the Learn: Children, Youth, and Family Ministry Team of Session
 - a. Develop integrated ministry and programs to and for children, youth and their families
 - b. Integrate children, youth and their families into worship, mission, and life of the church
 - c. With the Preschool and Youth Director, co-manage the MWPC Children, Youth and Vulnerable Adult Protection Policy
 - d. Financial accountability for the budget

2. Direct management and oversight of the ministry to Children: Church School, Summer Church School, Vacation Bible School, Cribbery, Family Worship, Time for Children, and special seasonal events.
 - a. Active supervision of Sunday School program on Sundays
 - b. Curriculum and program development
 - c. Volunteer recruitment, development, training and appreciation
 - d. Provide educational resourcing to teachers, i.e. classroom management, curriculum development, discipline strategies, etc.
 - e. Recognition of developmental milestones, i.e. 3rd grade bibles

3. Coordinates church-wide childcare as needed.

4. Family Ministries Communications in collagoration with CYF Staff
 - a. Proactively communicates program details as well as feedback and appreciation to volunteers
 - b. Develops and oversees targeted communication vehicles for parents, i.e. electronic bi-weekly newsletter, Facebook, website, etc.

5. Collaboration with the Youth Director . . .
 - a. Calendaring and program planning
 - b. Integration of youth into comprehensive ministries to families and the church
 - c. Coordination at transition points as children move into youth programming
 - d. Coordination of pastoral care for families, and children

General Staff Duties

- A. Attends and assists in worship as assigned.
- B. Participates in a collegial general ministry with other staff as directed by the HOS and in general staff meetings and activities.
- C. Attends weekly CYF Staff meetings
- D. Is a member of the Program Staff.

Review Process

The Director of Children's Ministries is reviewed annually by the Head of Staff in accordance with the policies and procedures of the Personnel Committee.