

INTERIM Director of Children's Ministries

Reports to: Associate Pastor Status: 20 hours/week, non-exempt
Date Approved: July 2018 Incumbent: _____

Approved By: _____
 Rosemary Polk, Personnel Chair **Paul Rock, Head of Staff**

POSITION SUMMARY:

Develop, lead and sustain programs which engage children (Pre-K to 8th grade) and families through education, service and friendships, and prepare them for a greater relationship with Christ in adolescence and beyond. This temporary, interim position will conclude December 31, 2018.

RELATIONSHIPS:

1. Work in cooperation and collaboration with the Youth Director, Associate Pastor, Family Ministries Committee, and staff to lead children's ministries in concert with the overall mission of Second Presbyterian.
2. Develop and maintain respectful, courteous and professional relationships with church staff and leaders, volunteers, and committee members.
3. Develop relationships with children, youth, and families.

LEADERSHIP AND WORKPLACE CULTURE

1. Uphold and ensure the mission and values of the church at all times. Ensure all activities and conduct are compliant with church policies, as well as all relevant laws and regulations. Model the values and the mission of Second at all times, and act as good steward of the church's resources.
2. Engage in professional development activities when possible to remain current with evolving children's ministry theology and practice.
3. Demonstrate behaviors that contribute to team cohesion and result in a positive, effective work environment.

MAJOR RESPONSIBILITIES:

Children and Families

1. Develop programming that engages the children and their parents in relationships, education and mission, in collaboration with the Youth Director and Associate Pastor.
2. Facilitate special programs for children, including Second Tweens events, community volunteer opportunities, Christmas pageant, etc.
3. Oversee Sunday School and Nursery on Sunday mornings, including communicating with, resourcing, and providing support to Sunday School teachers and volunteers.
4. Offer pastoral care for children and their families.

Volunteer Leader Development

1. Train, resource, support, and communicate regularly with teachers, children's ministry volunteers and program leaders.
2. Ensure that all volunteers complete an application, background check and safety awareness training program before they become involved.

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3. Meet regularly with volunteers to obtain feedback and ensure they have what they need to perform their ministry

Children's Ministry Administration and Communication

1. Maintain children, family and volunteer leader information and attendance to update the database and email list.
2. Plan and promote, in coordination with Director of Communications, all children's events and weekly programming to build enthusiasm and maximize participation.
3. Regularly report to Associate Pastor and Family Ministries Chair regarding successes and opportunities for improvement in children's ministry.

Church and Outside-of-Church Participation

1. Regularly attend Sunday morning worship and select church events throughout the year.

PROFESSIONAL QUALIFICATIONS REQUIRED:

- A Bachelor's Degree required.
- Experience working with children K-8 education .
- Experience working in a church and/or children's Christian Educational programming.

PERSONAL QUALITIES DESIRED:

- Thrives in the company of small children and youth, and full of energy.
- Adventurous spirit and willing to try new ideas.
- Models healthy relationships with Christ, family, staff, congregation and community.
- Friendly and approachable by all ages.
- A good sense of boundaries and work/play balance.
- Strong organizational and time management skills.
- Self-motivated.

EVALUATION

Reviews will be conducted every 3 months with regular updates given on the status of the search for a permanent director.