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Children's Ministry Director

Job Description

Harbor Presbyterian Church - Carmel Valley is looking for a person who can exercise initiative and creativity in overseeing our ministry to children (nursery age-5th grade). This person must work well on a team as well as be able to relate effectively to people of all ages and ethnicities. We are seeking someone who will dedicate careful thought and heartfelt enthusiasm to the discipling and reaching of children in our church and community. This position is part-time (~25hrs/wk).

Primary rolls: Manager, Trainer, Teacher and Coordinator

Manager / Administrator

Recruit, Build, Train and Oversee Children's Ministry Team

- Pre-Kindergarten - 5th Grade
 - Recruit and Lead a team of Class Parents
 - Recruit and manage a team of College Teachers
- Nursery (infants-3yrs)
 - Work with and oversee Nursery and Childcare Director
- Children's Worship - (4yrs-2nd grade)
 - Work with and oversee Children's Worship Director
- Meet regularly with Pastor Eric Kapur for encouragement , accountability and to report any concerns

Oversee the biblical content

- Ensure curriculum is faithful to our church's doctrine, theological vision and philosophy of children's ministry
- Order and organize each quarter's curriculum

Keep children registration list current

- Enforce Sign In/Out Policy
- Obtain yearly registration information on each child
- Obtain new families' children info

Safety Procedures

- Ensure safety rules are being followed by both parents and teachers/leaders
- Process all child worker applications and background checks with central office

Monitor Classrooms

- Periodically make the rounds to observe classrooms, children-teacher interactions, etc.

Trainer

Train and equip teachers to communicate biblical truths to children

- Provide teachers with basic classroom management skills - both content and teacher-student relationships will suffer if the teacher is ill equipped to maintain classroom order and etiquette.

- Provide an understanding of the scope and sequence of the curriculum
- Equip teachers to see and teach the Bible from a Gospel Centered perspective
- Communicate to parents each quarters' main focuses
- Periodically observe classrooms

Resource Parents

- Work with Pastoral Staff in developing a system to equip parents with recommended resources for parenting, family worship and discipleship.
- Maintain Children's ministry section of website with resources/announcements/etc

Teacher

Meet quarterly with all class Parents and teachers for training and encouragement

Utilize opportunities outside of Kid's Club hour to teach, disciple and reach children in our church and community

- Pioneer Club - Take on greater share of main teaching role
- Summer VBS, Children's Choir

Coordinator

Oversee Special Events

- I.e. Easter Egg Hunt, Holiday Mercy Projects

Commitments

- 2-3 Year commitment to provide consistency*
- Dependable Presence on Sunday Mornings to greet parents and Children (48 Sundays/Year)
- Arrive early on Sundays to check set-up & supplies

Requirements

- Degree in Biblical Studies, Christian Ed or Equivalent Training (preferable)
- 2-3 Years Experience in Children's Ministry
- To renewing your own heart in grace through regular Sunday morning worship and Commit being an active part of a Community Group
- Pray regularly for your team and the children of our church
- Learn & Develop skills and understanding of Children's Ministry through reading, conferences, etc.

*Provided that both parties are agreeable to the continuance of employment. Harbor is an at-will employer, which means that your employment may be terminated at any time by you or by Harbor with or without cause or advance notice.

Employment Application

attn. Linda Kim
964 Fifth Ave #535 San Diego CA 92101
619-699-5951 (fax)
www.harborcarmelvalley.org

Please print this application and fill it out. It is preferred that you scan and email your completed application to application@harborcarmelvalley.org. You may also send it to the above fax number or mail it to the above address and you may receive an email or phone call to have an interview scheduled.

Vision

From its inception, the vision of Harbor Presbyterian Church has been to ignite a church-planting movement that so fills the City of San Diego with the Gospel of Jesus Christ that the people of the city are changed in every dimension-spiritually, socially and culturally.

Children's Ministry Purpose

To cultivate a gospel-changed community that will love our children and apply the teaching of God's Word to their hearts.

Statement of Faith

Harbor Presbyterian Church is a member of the Presbyterian Church in America, a group of churches whose beliefs are summarized in the Westminster Confession of Faith and Catechisms. Below is a brief synopsis of some of the more important truths of our faith:

1. The Bible is the Word of God and teaches us the truth about God, ourselves and our world.
2. There is one eternal, perfect God who exists in three persons: the Father, Son and Holy Spirit. All three persons of the Trinity take part in our lives and are to be loved and worshipped.
3. Man was created sinless, but fell from that perfection when Adam chose to disobey God. Because Adam represented all humanity, and because we disobey ourselves and choose to seek independence from God (the root of all sin), we are sinners in need of God's mercy.
4. Rather than leaving us to experience the just penalty of our sin, God chose, out of the depths of His love and mercy, to bring His children back into relationship with Him. The Father accomplished this salvation by sending Jesus to live a perfect life, and then die as a substitute for us, bearing the penalty for our sin on the cross. The Holy Spirit works in our hearts to show us our need for Christ, to give us faith to believe in Him, to enable us to do good works, and to assure us of God's love.
5. We are forgiven and brought back into relationship with God only through faith in what Christ did for us through His life and death.
6. Because our salvation is God's work and not ours, God will keep us secure in His love to the end.
7. God has saved us in order that we might enjoy Him and live for His glory. God desires that we live holy and obedient lives, not to earn His favor, but rather to show Him our love and gratitude.
8. At death, the Christian's soul immediately passes into the presence of God. Heaven is where the believer in Christ will forever experience the beauty and glory of God. Hell is the place where those who die without Christ live eternally apart from God and any trace of His goodness.
9. Baptism is a sign of God's covenant with His people, and should be administered to those who place their trust in Christ, as well as their children.
10. Jesus Christ will return to earth at a future time when He is not expected. He will bring history to a close and usher in the eternal plan of God.

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|------------------------------------|--|------------|------|-------|
| A. Personal Info: Last Name | | First Name | M.I. | |
| Mailing Address | | | City | State |
| Home Phone | | Cell Phone | | |
| Email Address | | | | |

Are you a citizen of the United States Yes No

Have you ever been convicted of a felony Yes No If yes, explain? _____

B. Christian Background

Name of the church you are currently attending _____ How Long? _____

Pastor's Name _____

In what church or community activities are you involved and with what degree of regularity?

C. Questionnaire

Please respond to the following questions on a separate sheet of paper.

1. Describe your commitment to and growth in the Christian faith.
2. Relate one experience that illustrates your passion for children's ministry and describe what uniquely qualifies you for this position.
3. Read the attached Philosophy of Children's Ministry document. How is your philosophy of Children's ministry similar to or different from what is stated?
4. Describe the most effective children's ministry you have encountered and what made it so.

D. Professional Qualifications

Educational and Professional Training

| Institution | City, State | From | To | Degree | Major/Minor |
|-------------|-------------|------|----|--------|-------------|
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Professional Experience

| | | |
|------------------|----|--------------------|
| Company | | Phone () |
| Address | | Supervisor |
| Job Title | | |
| Responsibilities | | |
| From | To | Reason for Leaving |
| Company | | Phone () |
| Address | | Supervisor |
| Job Title | | |
| Responsibilities | | |
| From | To | Reason for Leaving |
| Company | | Phone () |
| Address | | Supervisor |
| Job Title | | |
| Responsibilities | | |
| From | To | Reason for Leaving |

Please list any additional education, training, or skills that qualify you for the position to which you are applying.

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Personal References

| Name | Position | Address | Phone | Relationship |
|------|----------|---------|-------|--------------|
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____(initial) I give my permission for Harbor Presbyterian Church to contact my previous employers and references as listed.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: X _____ Date: _____

I am willing to discuss this further.

I am *not* willing to discuss this further.

2) Have you ever been convicted of or pled guilty to a crime (other than minor traffic violations)? No Yes
(If yes, please explain. Use back if necessary.)

3) Have you deliberately and repeatedly viewed pornography in the past three years? (This includes, but is not limited to, reading, watching, listening to, or in any other way using pornographic material, including books, magazines, television shows, movies, internet programs, or telephone services.) No Yes

4) Have you ever touched a child in a sexual manner or physically abusive manner? (Does not include child-to-child contact that occurred more than ten years ago.) No Yes

An attachment of a photograph of the applicant will be made to this document if approved as a volunteer or paid staff member of Harbor Presbyterian Church. Photographs shall be updated every year or as needed.

The information contained in this application form is correct to the best of my knowledge. I authorize any references to give you any information, including opinions, which they may have regarding my character and fitness for work with minors or the mentally handicapped. I waive any right that I may have to inspect any information provided about me by any person or organization identified by my references or myself in this application form.

Should my application be accepted, I agree to be bound by the Bylaws and Policies of Harbor Presbyterian Church and to refrain from unscriptural conduct in the performance of my services on behalf of Harbor Presbyterian Church.

Print Name _____

Applicant's Signature _____ Date _____

Harbor Presbyterian Church – Carmel Valley Philosophy of Children's Ministry

Foundation of Children's Ministry

Children in the Bible – Heirs of Grace

When we search the Bible looking for references to children we won't find anything directly related to how most churches do children's ministry today. We don't find any verses on Sunday school, VBS, or Christmas programs. So how do we evaluate and decide what makes for a biblically based Children's Ministry as a church?

The first thing to do is to notice *how* the Bible speaks of children. The Bible primarily speaks of Children within the church as being a part of two families:

- 1) Children are a part of their immediate family—their household
- 2) Children are a part of God's covenant family—the church

Parents are given primary responsibility to teach and to train their children (Ex. 20:12; Eph. 6:1). But parents are not left to bear this responsibility on their own – every believing household is considered a part of God's covenant community. This larger family is given the task of teaching their children to love God with all their hearts (Deut. 6:4ff, Psa. 78:4-7).

Viewed with this lens, the entire story of the Old Testament is one long family history! When God made his covenant with Abraham, he also promised to extend his gracious promise to Abraham's descendants (Gen. 17:7ff). Just like God's relationship with Abraham began and grew solely because of God's grace, so God's relationship to Abraham's descendants is based on grace alone! The hope of all humanity rested on God's gracious promise to bless the nations through Abraham's family. This hope could only be realized as God's covenant grace was passed down faithfully through family generations. Throughout the OT, God continually reminded his people that He would remain faithful to His promise to make the children of believers heirs of His grace (Ps. 102:28, Deut. 5:9-10, 7:9, Ezek. 37:24-27).

When we come to the NT, we find the apostle Peter inviting the crowds into God's new covenant family—the church—with these words, "the promise is for you *and your children* and for all who are far off, as many as the Lord our God will call to Himself" (Acts 2:39). As in the OT, households are welcomed together into God's covenant family (Acts 16:13, 33; I Cor. 1:16). The church's mission then is *two-fold*: to extend God's gracious promise 1) to those who are "far off" and 2) to the children of the households in the church.

Therefore, a missional church with a desire to create a sustained presence in its city/community must consider its ministry to children essential.

SUMMARY:

- 1) *God's promise is to pass down the legacy of His grace from one generation to the next.*
- 2) *God's plan is for the household and the church to work together to teach children to rightly respond to God's grace in the gospel.*

Core Values

Children's Ministry

God has promised to show His grace to our children but how do we faithfully pass down to our children a vibrant and living relationship with God? Scripture provides us with values that each generation should pass down to the next:

1) Passing Down the Story

God calls us to continually re-tell the story of his saving grace to our children. The Bible's unity is found in its overarching story of how God will redeem his people through Jesus Christ. It's the biblical story that provides our children with a framework for understanding who God is, what He is like, and their place in the world He has made.

Throughout Scripture, God tells us what to do for Him by re-telling the story of what He has done for us. *So, we are to teach our children the law (obedience) in the context of the gospel story of redemption.* God repeatedly calls us to ground the moral instruction of our children in the story of His saving acts for his people. This is indispensable for children's ministry for a number of reasons:

- Teaching obedience in the context of grace guards our children from legalism (trying to earn or win God's love by obeying).
- Teaching obedience in the context of grace guards our children from externalism (focus on behavior over the heart).
- Teaching obedience in the context of grace also helps our children understand that God's commands are not empty rules but are the source of true life and blessing.

Foundational Texts: Deut. 6:1-25, Psa. 78:4-7, Exo. 13:6-9, Josh. 4:6-7

2) Passing Down Faith

We are to call our children to *respond* to the gospel of grace in repentance and faith. This is essential to our children's ministry because this is the *first step* in our christian life AND this is also the *ongoing path* for our Christian life. Scripture cautions us with examples of children who rejected God's promises and stepped outside of his blessing (Cain, Esau, the 2nd generation in the wilderness, Eli's sons, Solomon's sons).

So, God's covenant promises are given to our children but those promises must be personally believed. Therefore they must be continually taught and discussed at church and in everyday life. This means our children need to see faith lived out in everyday life – outside the confines of Sunday morning.

Foundational Texts: Acts 2:38-39; Jeremiah 32:38-40; Deuteronomy 6:1-12

3) Passing Down the Mission

Scripture tells God's mission is accomplished through his people – the covenant community. The people God has saved by his grace are never given this blessing simply for themselves but are called to be a blessing to the nations. Scripture tells us that God fulfills his promise to extend His blessing to those who don't know Him when we teach our children to rightly respond to God's grace (Gen. 18:19). A multi-generational community of obedient disciples is essential to extending God's grace to all peoples. So, we are never to isolate the discipleship of our children from the mission of the church to go into all nations (Matt. 28:18-20).

Foundational Texts: Matthew 28:19-20, Genesis 18:19

Purpose

To cultivate a gospel-changed **community** that will love our children and apply the **teaching** of God's Word to their **hearts**.

Strategy

1. We will provide Gospel-Centered Teaching

Our curriculum will be gospel-centered in that its focus will be the focus of the bible – Jesus and his saving work for sinners. We will equip our parents, teachers, mentors to help our children see that the Bible is not primarily a book of rules, heros, or advice but a beautiful story concerning God's redemptive love for sinners.

2. We will cultivate a Loving Community for Children

We will seek to activate people of gospel-influence in our children's lives. This means our ministry focus will NOT just be Sunday morning; but we will seek to provide resources, training and encouragement for people of gospel-influence already in our children's lives.

We will also provide loving examples to our children of living in grace-renewal (as parents, staff, and mentors). As with all of us, children need to see the faith lived out to establish a strong life-long foundation for their Christian journey. It is important to note that our children don't need to see perfect Christians (there are none), but Christians who live out of their need for grace and God's provision of grace in the gospel. Our children need to learn what we do with our sin and struggle in order to avoid later disillusionment because of hypocritical (i.e. mask-wearing) parents, teachers, mentors.

We will seek to include our children in our missional efforts as a church to provide them with real-life examples of what it looks like to love our neighbors in word and deed.

We will work to ensure the safety of our children by a rigorous screening process for teachers, a strict sign in policy, and safe classroom environments.

3. We will Focus on the Heart

One of the great dangers of growing up in the church is learning external behaviors without internal change. Internal change is effected by God's grace alone, but our ministry will focus beyond the external behavior to work to apply the gospel to the heart.

Focusing on the heart means that children will be taught we *why* do what we do as Christians –in worship, in service, and in learning. Children will never be pressured to "make decisions" for Christ or to profess their faith until their parents and the pastors discern a genuine heart transformation.