

Christ The King Presbyterian Church

PO Box 664, Conshohocken, PA 19428

christthekingpca@verizon.net

www.christthekingpca.org

Position: Director of Children's Ministry

Summary of Purpose

The Director of Children's Ministry (DCM) will be responsible for the overall planning, implementing and coordination of all children's programs for children ages 5 through twelfth grade.

The primary responsibility for the Christian education of children belongs to parents. However, the whole congregation has a responsibility to assist parents in this task. The DCM is meant to be a resource and organizer to help the congregation fulfill this important responsibility. Under the supervision of the Senior Pastor and the oversight of the Session, the DCM will work with the Christian Education Committee to ensure the effectiveness of all children's programs.

Critical areas involve encouraging the congregation in works of lay ministry, recruiting and arranging for the training of teachers, evaluating curriculum, and developing resources.

Essential Functions

1. Work in cooperation with and as advisor to the Christian Education Committee and be supportive of CTK's Philosophy of Christian Education.
2. Provide comprehensive vision development, planning and effective implementation of existing and future children's ministries at CTK. Those ministries include, but not limited to, Children's Sunday School, Worship Classes, Girls and Boys Clubs, Scripture Memorization and Catechism programs, Women's Bible Study preschool programs and various special events or field trips for children.
3. Evaluate and research curriculum and new materials that can be used in the various programs making sure the materials meet the goals of the church. Be knowledgeable about new books, visuals, videos, etc. and obtain them for use. Keep up to date in the field of Christian Education.
4. Coordinate efforts with the Missions Committee to incorporate mission material into the Sunday School curriculum as well as provide ideas, resources and oversight for missions programs suitable for children.
5. Serve as or assist the VBS Coordinator in recruiting teachers and volunteers, and participate in VBS as well as follow-up programs.
6. Arrange for ongoing training and motivation to equip teachers and volunteers. Lend expertise as a classroom problem-solver/encourager. Be especially alert to new members' abilities.
7. Identify opportunities for mercy ministry by children and help organize their involvement in cooperation with the Deacon Board.
8. Maintain a central Children's CE Resource Room for teachers and volunteers,

- stocked with supplies and equipment for all children's programs. Coordinate central purchasing and storage for various program materials and equipment for teachers. Submit payment requests and account for expenditures made for children's ministry programs. Propose annual budget for children's ministry.
9. Create and maintain parent resources or plan retreats / seminars to equip parents in leading family worship, understanding their children's development, and developing a nurturing Christian atmosphere at home.
 10. Interact regularly with the Senior Pastor and the rest of the church staff to insure maximum cooperative support for children's programs. Communicate effectively with the congregation.
 11. Take an active role in teaching and / or substituting throughout the year across age groups on a substantial basis in order to "keeping in touch" with the children, the curriculum, and the teachers. Develop relationships with the children and serve as a trusted role model for young people.
 12. Develop and organize activities and programs to aid the church in reaching out to families with children in the surrounding community.

Qualifications

The candidate should have qualifications and experience comparable to the following:

1. Meaningful experience as an educator and a heart for children.
2. Bachelors degree and demonstrated ability to teach.
3. Ability to accept responsibility and work flexible hours independently.
4. Ability to work well with people and communicate.
5. Able to support teaching the doctrines of the church as stated in the Westminster Standards.
6. Become a member of our congregation.
7. Demonstrates mature faith in Christ.

Requirements

The Director of Children's Ministry is a non-ordained, part-time position with flexible hours. Some evening and weekend work is required to attend meetings, special events and to occasionally teach or run programs. The DCM will be expected to also participate in the worship services and life of the church.

The environment is mainly a church setting. The DCM will need the ability to interpret, analyze and solve problems and possess excellent written and verbal communication skills.