



Valley Springs Presbyterian Church

Director of Children's Ministry

Reports to: Lead Pastor

Schedule: Full Time, Exempt

Manages: Coordinator (Nursery – Toddler) and Coordinator (Discoveryland)

Responsible

- Develop and action a comprehensive children's ministry program from Nursery to Grade 5
- Design and implement a cohesive curriculum designed to teach Bible-based, age-appropriate content to students.
- Actively partner with and equip parents to be the primary spiritual influence in the lives of their children.
- Promote a robust educational environment for Valley Springs' children that will prepare them for future stages of growth in faith.
- Recruit, train and develop volunteer and staff to love, care, nurture and educate children.

Primary Functions

30%	<p>Curriculum Development</p> <ul style="list-style-type: none"> • Plan, develop, and implement curriculum with a focus on Bible-based learning and catechetical knowledge for the ages of nursery through Grade 5 on Sunday mornings. • Create and implement curriculum for a Grades 1-5 mid-week program focused on inductive Bible study and small group discussion. • Develop hands on activities that reinforce the content through age-appropriate child development methods. • Create tools for parental reinforcement of content after Sunday and mid-week meetings. • Train and develop teachers to implement, support and encourage this learning for children. • Review and revise content as needed.
20%	<p>Child Development</p> <ul style="list-style-type: none"> • Actively engage students on a weekly basis during Sunday service times through teaching, small group participation, engaging one-on-one and answering questions of faith and life. • Lead and encourage students during mid-week inductive Bible study. Act as a primary teacher when needed. • Organize opportunities for students to demonstrate learning to the wider congregation (e.g. recitations, singing, etc). • Participate in the development of content and activities for kids through Grade 5 for Summerfest, our annual evening vacation Bible school.
20%	<p>Staff Development</p> <ul style="list-style-type: none"> • Establish goals and action items for the Children's Ministry team in conjunction with the overall Valley Springs vision and goals. • Lead and/or oversee in collaboration with other student ministry staff the safety training for all volunteers. • Encourage and engage all volunteers to show appreciation for efforts and development of discipleship relationship. • Answer questions related to curriculum and faith-based concerns. • Act as an advocate for classroom-based issues and how to address problems as they arise. • Continually recruit enthusiastic volunteers who understand and share overall vision. • Complete annual evaluations of Nursery-Toddler and Discoveryland Coordinators. • Interact regularly with the check-in team to understand the recent families, questions being asked and how to improve the process.



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	<ul style="list-style-type: none"> • Maintain open communication with Middle School and High School student ministry staff to create alignment and shared resources where possible. • Coordinate Discoveryland space utilization with the Valley Springs Preschool Director. Work out logistical transitions and resource allocations.
20%	<p>Parent Development</p> <ul style="list-style-type: none"> • Act as a primary point of contact for parents of children in the nursery through Grade 5. • Prepare content for parent seminars and classes which seek to equip parents for developing the faith of their children. • Teach and facilitate classes for parents to address age and stage faith-based issues. Content also intended to grow parents in their faith, particularly as it relates to catechetical questions. • Determine best method of educational delivery for classes (e.g. Gospel Formation, Sunday luncheon, etc). Schedule teachers most appropriate to facilitate the content for parent classes. • Send out informational communications to parents notifying of teaching content and important ministry happenings.
10%	<p>Other Duties</p> <ul style="list-style-type: none"> • Attend meetings as required to provide ministry updates and dialogue about key ministry issues and strategic vision. • Demonstrate an increasing knowledge of age and stage appropriate teaching methods. • Continually pursue educational and spiritual development through courses, training, one-on-one discipleship and individual study. • Other duties as assigned.

The ideal candidate will be an enthusiastic and visionary leader with a passion for comprehensive ministry to families. The person would be personally committed our mission of learning to love God and serve our world together, with a proven ability to execute the essential functions of the job within well understood parameters of success.

The ideal candidate would have a background in developing curriculum for students in a Bible-based setting. Candidate would be able to quickly develop strong interpersonal relationships for discipleship, mentoring and equipping, with children, parents, and staff alike. Candidate would be able to clearly articulate vision and action items in a spoken and written manner. Proven ability to recruit and develop volunteers and staff highly desired. Candidate would be able to adhere to the central tenets of the Presbyterian Church of America. Must be able to regularly work evenings and weekends to support ministry activities and events.

Contact: hr@valleysprings.org

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