Director of Children’s Ministry
Opportunity Profile

TRINITY
PRESBYTERIAN CHURCH
Thank you for your interest in our Children’s Ministry! Please use this packet to learn more about Trinity Presbyterian Church in general and our Children’s Ministry in particular. We are in an exciting season, as our most recent Director for Children’s Ministry has helped grow our vision for how Jesus loves children and how we the Church are called to dignify and respect the spiritual lives of children as He did. To build on this vision, we have specific hopes for the type of person we want for this position, in the intention of helping our children and families thrive, and helping you thrive here too.

Our ideal candidate will have been formed by practice into a catholic, Reformed, evangelical faith that is engaged in mission locally and globally. As catholic, we affirm and embrace what is believed by all Christians in all times and places. As Reformed, we affirm and embrace God’s decisive work in calling and saving us. As evangelical, we affirm and embrace the evangel, the good news of God's saving work in and through Jesus. We exist as a missionary community for our time, loving and serving our neighbors and proclaiming the gospel locally and throughout the world.

We participate in formative practices at Trinity to “put on the Lord Jesus Christ.” And this begins with our children! Our ideal candidate will have experience with a formative practice like Catechesis of the Good Shepherd or be willing to be trained in this approach. For more information on our use of CGS, please visit our Children’s Ministry page.

Our ideal candidate will be eager to make in various ways. We are a church that delights in creativity. The majority of the art hanging on our walls was created by our children in Children’s Worship. When you worship with us, you’ll often hear music written by members of our church. The materials our children use in CGS to retell the stories of the Bible were crafted by members of our church for our children. The atrium in which our children worship was designed for them by members of our church. Likewise, our Vacation Bible School has been a creative labor of the church, with several years drawing from C.S. Lewis’s Chronicles of Narnia and the most recent years including a recreation of a first-century marketplace.

We also want you to have a deep appreciation for community that has a shared embrace of Scripture, prayer, confession, hospitality, and love. We recognize the role of the household in spiritual formation. So we publish morning and evening prayer guides for households to use daily. Our households include singles, adoptive families, foster families, single-parent families, and multi-generational families as well as nuclear families, and non-family members living in community together.

Given the size of our church and the number and scope of ministries to children and families, you will also need to have gifts of administration and communication. Please refer to our Opportunity Profile to see the Children’s Ministry programs.

If you would like to pursue this position, please send a cover letter and resume to jobs@trinitycville.org. If you would like to refer an applicant or have additional questions, please contact Graham Scharf, the committee chair, at grahamscharf@gmail.com.

We are grateful for your interest in our search and your prayerful consideration, should the Lord be calling you to our fellowship.

In the bonds of Christ,

Graham Scharf, Chair, Trinity Search Committee
Lane Cowin, Elizabeth O’Donnell, Shannon Hall, Michael Richards
DIRECTOR OF CHILDREN’S MINISTRY

GOAL | To cast a vision for the church as to what it means to care for, dignify, disciple, and learn from children as Christ would have us do. To create an environment and equip staff, team members, and volunteers in such a way that this vision can be wholistically implemented in every area of ministry. To support parents and caregivers in carrying out this vision at home.

**TIME COMMITMENT**
- Full-time +, ministry director level
- Sundays; evening and weekend events
- Weekly staff meetings
- Reports to Director for Spiritual Formation
- Coordinates with Formation Staff team: Fellows Program and Student Ministry

**QUALIFICATIONS**
- Degree/experience in Children’s Development, Education, and Formation
- Mature, seasoned walk with Christ
- Excellent relational skills—ability to pastorally care for children and adults; good listener; able to speak the truth in love
- Management skills—experience with hiring and training employees and volunteers, creating a vibrant staff culture, and implementing operational systems
- Leadership skills—experience with leading, mentoring, and equipping others
- Gifted strategic thinker—can create and communicate a cohesive vision for children at Trinity

**KEY MINISTRY OBJECTIVES**

**Cast a vision for Children’s Ministry at Trinity**
- Establish a theological vision for what it means to disciple our children from birth–5th grade
- Work with the Spiritual Formation Leadership Team to coordinate the Children’s Ministry vision with the overall vision and mission of SFLT
- Communicate that vision to the congregation through upfront updates and other means of communication such as the Intro to Trinity class
- Educate and encourage the staff and Session in that vision
- Build that vision into the DNA of the church through programming
- Seek to create connections with other churches to learn from and with them

**Oversee and lead Children’s Ministry staff**
- Hire and manage Nursery Coordinators, My Morning Out (MMO) Coordinator, Sunday School Coordinator, and VBS Coordinator
- Meet monthly with the nursery and MMO coordinators, and separately with the SS coordinator. Meet as needed with VBS Coordinator from January–June
- Provide vision, support, and shepherding for staff
- Create a staff culture of growth and appreciation; look for opportunities to read books, attend training, shadow other programs, etc. Look for ways to appreciate employees
- Conduct annual professional reviews for staff; ensure that everyone is using their gifts well and is being cared for

**Oversee and lead Children’s Ministry Team (CMT) and Advisory Team (CMAT)**
- Direct the CMT, which is composed of staff and head volunteers who lead the nursery, Sunday School, Expectant Parents Ministry (EPM), Preschool, Adoption and Foster Care Ministry, and Music and Me
- Arrange semi-annual luncheons for the CMT in the fall and spring to create space for people to share about their ministries and pray for one another
- Direct the CMAT, which is a team designed to support the Children’s Director in problem solving and creative thinking
• Arrange quarterly meetings (or schedule as needed): set the agenda, invite feedback and brainstorming from CMAT, then implement the plan
• Seek to impart the overall vision of Children’s Ministry to CMT and CMAT and to excite people about their participation in the overall vision
• Create a space for learning together—provide opportunities for professional and theological growth
• Meet regularly with volunteer heads of ministries (who aren’t included in the monthly staff meetings)
• Communicate appreciation for the work of all CMT ministry leaders and CMAT members

Oversee and lead Children’s Ministry volunteers
• Oversee recruitment for or conduct recruitment for all volunteers
• Inspire volunteers with a vision for how and why their service matters and the vision for Children’s Ministry
• Organize volunteer trainings (Sunday School and VBS)
• Express appreciation for all volunteers

Shepherd the children and families at Trinity
• Cast a vision for parents/caregivers about how to raise their children
• Create resources for parents/caregivers—devotional guides, seasonal emails, etc.
• Provide learning opportunities for parents/caregivers—advise Adult Ed on the family track classes; provide other venues
• Communicate with parents/caregivers about their individual children
• Meet with new families and get to know them
• Support EPM and provide meals and meet new babies when possible
• Send Children’s Worship packets to children as they turn five; packets include resources for parents/caregivers about Children’s Worship curriculum
• Care for families—be a good listener, follow up, think of ways to show care

Orchestrate all Children’s Ministry programs
• Programs include Nursery, Sunday School, Catechesis of the Good Shepherd, Children’s Worship, Expectant Parents Ministry, Preschool, Adoption and Foster Care Ministry, Music and Me, My Morning Out, and VBS
• Work with staff or volunteer coordinators to come up with and implement a strategy for each ministry (including curriculum choice if applicable)
• Create an annual calendar for each ministry if applicable
• Lead team meetings if applicable (Preschool, EPM, Music and Me)
• Arrange luncheons, get-togethers, and other events for each program
• Buy supplies for programs if applicable
• Oversee the budgets for all programs listed; note that Preschool and Music and Me each have separate budgets
• Implement and improve the safety measures and prevention steps for all programs
• Ensure that all programs are accessible to people of all abilities. Provide resources and buddies for any child who needs additional support

Provide childcare for events at Trinity
• Provide childcare for events like Faith Seeking Understanding Forums, church conferences, congregational meetings, evening events, International Thanksgiving Dinner, etc.
• Communicate with nursery staff about need for nursery for extra events
• Arrange for volunteer or paid childcare helpers for older children
• Put together an activity plan for children who are outside of nursery care
• Seek for ways to create meaningful content that connects if possible with the event being held

Orchestrate special events
• These include the Advent Wreath Workshop, Resurrection Garden Workshop, Bible Move Up Sunday, and VBS
• Procure all supplies needed
• Communicate with families about the event
• Ensure setup and cleanup for the event
Trinity’s Children’s Ministry calls, trains, and supports children and parents to find their life in Christ and bear His love to the world.

The following programs fall under the Children’s Ministry umbrella. The Children’s Ministry Director is supported by two part-time nursery coordinators, a part-time Sunday School coordinator, the director of Great Beginnings Preschool, and numerous able and willing volunteers.

Nursery (100–120 children) trinitycville.org/Nursery
Sunday School (100–120 children) trinitycville.org/Sunday-School
Children’s Worship (about 40 children) trinitycville.org/Children's-Worship
Catechesis of the Good Shepherd trinitycville.org/Catechesis-of-the-Good-Shepherd
Expectant Parent Ministry trinitycville.org/Expectant-Parent-Ministry
Adoption & Foster Care Ministry trinitycville.org/Adoption-and-Foster-Care-Ministry
Vacation Bible School (about 200 children) trinitycville.org/VBS
Music and Me trinitycville.org/Music-and-Me
My Morning Out trinitycville.org/MMO
Great Beginnings Preschool trinitycville.org/Great-Beginnings-Preschool