



# WESTMINSTER

REFORMED PRESBYTERIAN CHURCH

*Director of Westminster Kids  
(Newborn – 5<sup>th</sup> grade)*

## *Job Description*

### **Church Description:**

The vision of Westminster Church (PCA) is that we are a community called to image Jesus Christ in his renewing of all things. Our mission is to help people image Jesus Christ in this renewal by worshipping God, developing followers of Jesus, cultivating community, engaging in evangelism, transforming culture, and caring for creation. We are located in Suffolk, Virginia.

### **General Purpose of the Position:**

To develop and direct all aspects of our Westminster Kids ministry from newborn through 5<sup>th</sup> grade and oversee our Nursery, Preschool, and Access (special needs) coordinators.

### **Specific Responsibilities:**

- Work closely with the Director of Discipleship to ensure that children's discipleship aligns with the strategy for all discipleship ministries (kids, youth, and adult).
- Develop (or choose) and implement a biblically based discipleship curriculum for children.
- Recruit, mobilize, and train volunteers who care for children to serve in the Wkids ministry and disciple children.
- Help to equip parents to disciple their children in the home.
- Communicate regularly with volunteer leaders, families, and follow up with visitors.
- Oversee all WKids staff (Nursery, Preschool, and Access (special needs) coordinator)
- Develop and oversee all WKids events and plan the WKids yearly calendar.
- Pursue professional development through reading, conferences and other opportunities.
- Oversee and maintain the budget for WKids ministry.

### **Expectations/Qualifications:**

- Mature Christian who sincerely loves and follows Jesus.
- Has a love for the local church and children.
- Understands that Wkids ministry is an opportunity to communicate the truth of the gospel to kids of all ages and their parents.
- Knowledge of the care, nurture and teaching of young children.
- Warm, engaging, caring heart with a desire to serve people.
- Proficient computer skills, especially Microsoft Office.
- Good organizational & administrative skills.
- Ability to recruit and train volunteers.



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- Ability to be flexible in an environment subject to changes.
- Ability to work well as part of a team.
- Faithfully maintain discretion with sensitive and/or confidential information of a written and spoken nature, including all forms of social media.
- Ability to stand, sit, walk, squat and lift up to 30 lbs.
- Member in good standing of WRPC (or willing to become a member).

## **Additional Responsibilities:**

- Attend our Leadership team meeting on Tuesday's from 8:30 am to 10:30 am.
- Attend our All-Staff meetings the 3<sup>rd</sup> Wednesday of each month.
- Participate in church wide events.
- Must attend corporate worship for one service.

## **Accountability:**

- Reports to the Executive Pastor, Rob Slingsluff
- Annual Performance evaluation

## **Commitment and Compensation:**

- Full Time with benefits: Approximately 45 hours per week, including Sunday mornings
- Compensation based on experience

This description is intended to describe the general nature and level of work performed. It is not intended to be construed as an exhaustive list of responsibilities, duties and skills required of the position. WRPC retains the discretion to add and change the duties of the position as needed.

Interested candidates should contact Rob Slingsluff at 757-284-5372 or [rob@wrpca.org](mailto:rob@wrpca.org)