

Job Description

Children's Ministry Director

Christ Evangelical Presbyterian Church

CEPC exists to make disciples who love Christ, his Word and his Church through the ordinary means of grace.

The Children's Ministry exists to support the ministry of CEPC by "bringing the heart of the Gospel, the saving love of Jesus Christ, to the hearts of the children."

Overview:

The Director of Children's Ministries will oversee all ministry to children from birth through fifth grade. The director will recruit and train all Children's Ministries staff and volunteers so that a loving, healthy and safe environment, which promotes the spiritual, developmental and emotional growth of each child is provided.

Qualifications:

1. Bachelor's degree required, preferably with an education emphasis.
2. Understanding of age and grade levels as each pertains to spiritual and learning development.
3. Ability to evaluate curriculum, and provide additional curriculum such as for Vacation Bible School, to assure that all supports the pulpit ministry.
4. Ability to develop and implement a Bible and catechism memory program for grade school children.
5. Demonstrates a life of growing faith and repentance.
6. Demonstrates a love for children and understanding of how to help them grow in their knowledge and love of Jesus Christ.
7. Demonstrates an ability to communicate with parents
8. Demonstrates ability to work together with the rest of CEPC's ministry staff

Responsibilities of oversight:

1. Oversees the operation of the Children's Ministries programs including all nursery, preschool and elementary programs, evening events, and child care within the framework of an active Children's Ministries committee.
2. Employs, recruits, trains and supervises childcare volunteers and paid staff. The Children's Ministries committee will work with the director to develop a comprehensive plan for caregiver training.
3. Establishes communications and builds personal rapport with parents of children (birth through 5th grade), including soliciting and receiving regular feedback on children's ministry.
4. Staffs for childcare and children's programs at all church and church related events.
5. Creates an atmosphere of outreach within the area of Children's Ministry.

6. Partners with volunteer leaders of the week day programs to help coordinate the children's programs for these ministries.
7. Provides a nurturing atmosphere and aide for children with special needs.
8. Keeps up and is aware of new trends and methods in children's ministry.
9. Ensures that proper attendance records are maintained
10. Provides sufficient information in the budgeting process such that the Children's Ministries needs can be met
11. Serves on the Children's Ministries committee

Growing covenant children

The director helps members fulfill the vows taken at each child's baptism to help children grow in the knowledge and love of the Lord Jesus:

1. Chooses and evaluates:
 - curriculum for children's Sunday school classes that is redemptive and covenantal
 - curriculum for a children's worship program during adult worship
 - music for children
2. Trains teachers and leaders to use the curriculums so that they are better able to share the Good News of Jesus with children
3. Obtains annual approval of the curriculum from the session

Accountability:

1. Reports directly to the Family Pastor.
2. Performance reviewed annually by Senior Pastor and Family Pastor.