

BRIARWOOD PRESBYTERIAN CHURCH

POSITION QUESTIONNAIRE

POSITION TITLE: Children's Director	REPORTS TO: Pastor of Families		
EMPLOYEE NAME	EMPLOYEE SIGNATURE		DATE
DEPARTMENT: Children	APPROVALS (Initials)		
	BY:	DATE:	BY: DATE:

I. POSITION SUMMARY

Responsible for plans and oversight for the entire children's ministry (K4-6th grade). This includes Children's Worship, Children's Sunday School, Connect [K4-3rd], Ignite [4th – 6th], VBS, Super Summer, Catechism Camp, Communicants class, and the curriculum lab. This includes ministering to and teaching our children, working with and leading the staff, and recruiting and training volunteer leaders to minister to our children as they grow in their understanding and commitment to the things of God and His church.

II. POSITION REQUIREMENTS

EDUCATION / EXPERIENCE - College graduate; MDiv Seminary degree preferred; ordained in the PCA or willingness to be ordained; previous experience and success in the development of a local church Children's ministry.

KNOWLEDGE - a clear understanding of the developmental, spiritual, and emotional needs of children as well as the dynamics of Children's ministry in the local church setting; a working knowledge of Reformed theology and Presbyterian doctrine.

SKILLS/ GIFTS - a mix of spiritual gifts such as leadership recruitment and development, teaching, pastor/shepherd, ability to develop and implement a strategic plan and ministry.

III. POSITION RESPONSIBILITIES

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| 1. Facilitates and/or personally ministers to, oversees and coordinates all aspects of the Children's ministry, including recruitment and leadership of the Children's staff and the growth, direction and planning of all ministry activities. Regularly teaches and interacts with our children. |
| 2. Responsible for developing, implementing, and overseeing a complete ministry to our children including programming, discipleship, ministry opportunities, trips, and leadership opportunities. This also includes planning, budgeting, and setting goals and objectives for our Children's ministry. |
| 3. Develops with the Sunday School Coordinator quarterly plans for Sunday School, Wednesday night meetings, and Bible Studies, which includes teaching classes himself, assigning staff to teach, and selecting other teachers. |
| 4. Recruits, trains, and evaluates the staff with the Pastor of Families and works with and through them in developing & implementing a complete ministry to our children. |
| 5. Develops, and oversees a continual plan for recruiting, training, and leading volunteers and parents to minister to our children. |
| 6. Performs and delegates administrative duties for all aspects of our Children's ministry to ensure such duties are handled in an effective and efficient manner. |
| 7. Meets regularly with the Pastor of Families to keep him informed, to discuss upcoming plans, and to evaluate the direction and effectiveness of the ministry and staff. |