

DIRECTOR OF CHILDREN'S MINISTRIES

JOB DESCRIPTION



LOOKOUT
MOUNTAIN
Presbyterian Church

PRINCIPAL FUNCTIONS

To direct the ministry to LMPC elementary-age children (pre-kindergarten through fifth grade) through godly example, prayer, personal initiative, leadership development, and administrative oversight

RESPONSIBILITIES

Spiritual Leadership

1. Be a person of God and prayer who knows by daily experience what it means to be renewed in God's grace and demonstrates godliness in personal relationships in his or her family, the church, and the community
2. Work as a team with the staff to promote the interests of Jesus Christ in our church
3. Encourage the adult workers with the Children's Ministry to perform their ministries out of love for Christ and his people

Team and Leadership Development – Supervision and Leadership of Children's Ministry Staff and Volunteers

1. Plan and implement ministry and activities which reflect our vision and mission statements
2. Pray for, recruit, equip, deploy, and nurture adult workers
3. Pray for, equip, counsel, and encourage the parents of our children
4. Support and advocate for all aspects of Children's Ministry (Elementary, MDO, Nursery, and Hedgehog Grove)

Outreach

1. Initiate and direct outreach to non-members on Lookout Mountain through VBS and special events

Administrative Oversight

1. Lead and manage the Sunday School Ministry for pre-kindergarten through fifth grade to include teacher selection, training, curriculum selection, and development
2. Lead and manage Children's Ministries such as Wednesday Night Clubs, Vacation Bible School, Family Camp, Missions, and activities to coordinate with special church meetings
3. Supervise the Mother's Day Out (MDO) Director, the Nursery Director, and the Coordinator of Hedgehog Grove.
4. Have oversight of facilities, equipment, and coordination of supplies needed
5. Communicate necessary information to the church staff, newsletter, etc.
6. Prepare and administrate the annual Children's Ministry budget; oversee MDO and Nursery budgets
7. Review, update, and implement the LMPC Child Protection Policy
8. Co-lead, along with the Pastor of Discipleship, the LMPC Safeguarding Team and carry out tasks as necessary to facilitate the work of the team

FOUNDATIONAL PRINCIPLES

1. Maintain a high level of integrity and confidentiality where sensitive information is known
2. Exhibit excellent interpersonal skills and professional demeanor
3. Work as a team with the pastors, staff members, officers, committees, and volunteers

4. Set a high standard of professionalism within this team environment, with the goals of glorifying God in all the office work and encouraging staff in their personal walks with Christ
5. Affirm the Westminster of Confession of Faith and Catechisms as containing the system of doctrine as taught in the Holy Scriptures
6. A degree in Childhood Education, Christian Education, or comparable experience in children or youth discipleship is required, and advanced degree is preferred but not required

POSITION STRUCTURE

Reports to the Pastor of Discipleship

Classification: Program Staff

Full-time/exempt

Please submit all resumes to jenniferwelsh@lmpc.org
Applications will be received through December 31, 2022

316 North Bragg Avenue
Lookout Mountain, TN 37350
423.821.4528
lmpc.org

10/25/2022

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