



## Redeemer Lincoln Square (LSQ) Job Description

<b>POSITION:</b>	LSQ Director of Children's Ministry
<b>FLSA STATUS:</b>	Exempt
<b>BAND:</b>	7P
<b>DEPARTMENT:</b>	LSQ Children's Ministry
<b>REPORTS TO:</b>	LSQ Director of Discipleship
<b>DATE:</b>	October 2022
<b>HOURS WORKED:</b>	Full-time (Must be available to work on Sundays and some nights and weekends)
<b>SALARY RANGE:</b>	\$75,754-\$88,380

**POSITION SUMMARY:** The Director of Children's Ministry (CM) oversees and guides the ministries for the life stages of families with children (defined throughout the document as children 11 years old and younger) at Redeemer Lincoln Square. This role involves equipping our children with foundational gospel knowledge, supporting and encouraging through programs, resources and events, and preparing them for a lifetime of worship and missional-living in New York City.

### **JOB DESCRIPTION:**

#### **(WELCOME) - Come, Bring, Host (to become people whose joy is in the Lord)**

- Function as an appointed person from the children's ministry department to engage with LSQ families, children, full and part-time staff members, and volunteers in our midst.
- Connect with LSQ families and find innovative ways to integrate disconnected families to further engage them with the children's ministry.
- Communicate regularly with LSQ parents through weekly emails and newsletters to provide CM updates and resources.
- Develop and manage LSQ Class Parent initiative to encourage age group-specific community building for 0-12 year olds.
- Host annual LSQ Parent Cocktail Party to encourage deeper community building.
- Celebrate together as families in multi-age events such as LSQ Family Lessons & Carols, Family Breakfasts, Kids Choir, etc.

#### **(GROW) Pray, Read, Learn (to encourage wonder, awe, curiosity about the Gospel)**

- Build, manage and implement all of LSQ's Children's Ministry programs and events.

- Oversee and manage all of LSQ Kids' ministry and serve as lead every Sunday to care and address issues with parents of LSQ Kids. Manage the operations of LSQ Kids' ministry. Sunday in-person work is required each week.
- Follow LSQ's vision, mission and strategy with the CM full and part-time staff members, and CM volunteers, as well as with program and curriculum development.
- Communicate with other LSQ ministry partners such as the LSQ Operations Coordinator and LSQ Communications and Generosity Manager to maximize resources and reach the year's ministry goals.
- Develop and host parent speaker series on topics such as parenting and discipling children.
- Strengthen relationships with other LSQ ministry departments.
- Oversee moms' group and dads' group, provide training and weekly leadership check-ins.
- Oversee and facilitate CORE Midweek Elementary Bible Study.
- Oversee LSQ Communicants and membership process in collaboration with the Director of Discipleship and coordinate with LSQ Kids Ministry Coordinator for infant baptisms.
- Provide pastoral support and encouragement for families, moms' group, dad's group, LSQ Kids staff and CM volunteers. Meet with 7-10 parents and volunteers each week for pastoral care.
- Regularly pray for the ministry and the children and families.

### **Curriculum Planning and Training**

- Plan out the current ministry year's curriculum (scope and sequence) for nursery, preschool/kindergarten, elementary, and Club 45.
- Format each lesson to make it conducive to LSQ's needs on Sundays.
- Compile a list of supplies needed for the whole year for nursery, preschool, and elementary as well as weekly supplies for the Children's Ministry Coordinator to order.
- Give specific directives to the Children's Ministry Coordinator to make copies for the whole year.
- Observe classes to assess needs and find solutions for organization and routines, curriculum adjustments, teacher evaluation and assisting, where needed.
- Develop/update curriculum for the LSQ communicants class and monthly LSQ Family Nights.
- Plan and execute Vacation Bible School and Birthday Party for Jesus.
- Create monthly displays in the coffee hour space at NY Society for Ethical Culture (or other locations), connecting the children's ministry with the larger congregation.

### **(SHARE Life) Serve, Give, Listen (caring for the needs of our neighbors and city)**

- Develop and implement a missions focus as well as a generosity component throughout LSQ Kids' curriculum, including missions projects, activities and lessons.
- Develop opportunities for LSQ children and families to serve both within the church and the city.
  - Coordinate with Hope for New York for service projects for LSQ Kids, including projects for Club 45, Family Breakfasts, etc.
- Develop and implement monthly Family Night as an opportunity for LSQ families to share a meal, worship and serve together.

### **Children's Ministry Volunteer and Staff Management**

- Supervise, manage and meet weekly with the Children's Ministry Coordinator to ensure effective execution of his/her job responsibilities and to ensure the timely and effective execution of annual CM ministry goals.
- Supervise, manage and provide ongoing training for LSQ Kids staff team.
- Provide pastoral care and encouragement to Children's Ministry Coordinator, LSQ Kidsstaff, LSQ CM volunteers.
- Create and/or update the CM operation and training manuals and children's ministry policies and procedures.
- Recruit, vet and train LSQ CM volunteer team, including training on classroom and ministry policies and procedures prior to start of their volunteer service.

### **Administration and General**

- Oversee, track, and manage CM budget for all programs, LSQ Kids personnel, materials, and meetings.
- Manage and supervise the payroll for LSQ Kids personnel and administer childcare for special events (i.e. LSQ Christmas Party, Congregational Meetings, Parent events, etc.).
- Attend all weekly staff meetings, monthly brainstorm meetings, staff retreats and other required meetings/events for staff.

### **QUALIFICATIONS:**

- Need to embrace LSQ's vision and have a gospel-oriented heart for New York City. Heart for God, the reformed faith, families and children.
- Aligned with the core theological principles of Redeemer Lincoln Square and the Presbyterian Church of America, including the Westminster Confession.
- Minimum four-year undergraduate degree in education, child development or related field and/or an elementary school teaching credential.
- 3-5 years of full-time experience as a Children's Ministry Director or equivalent, with at least a couple of years of urban ministry experience and curriculum development.
- Must have ministry experience, and work experience managing and shepherding people, volunteer management and event planning.
- A strong team leader with the ability to motivate and mobilize those they lead.

- Must be a team player.
- High capacity for managing multiple projects simultaneously and driving projects to completion in a timely manner.
- Strong problem solving and decision-making skills.
- Excellent communication and customer service skills.
- This job is highly relational in nature, and requires extensive time with people. Must be energized and motivated by being around others.
- Ability to deal with demanding and challenging people and adapt to changes and maintain professionalism during crisis or any unexpected situations.
- Available to work on Sundays, as well as weekends and evenings as needed.
- Strong interpersonal and organizational skills.
- Proficient in Google Workspace.

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