



Children's Ministry Director

Position overview

- The CMD will have oversight of all areas of the Gospel Kids children's ministry program which currently consists of 4 Sunday morning classes for those in nursery through 4th grade.
- The CMD is to partner with parents in educating, discipling and equipping their children to love Jesus and to live out the gospel in their lives.
- The CMD reports to the Associate Pastor.

Position Requirements

- A vibrant, living relationship with Jesus and an active, worshiping member of TPC.
- A love for children and a desire to see them grow to be disciples of Jesus Christ.
- A team player with a flexible spirit and a willingness to ask for help whenever it is needed.
- Minimum of two years of experience working in children's ministry.
- Understanding of child development and the ability to teach appropriately at varying grade levels.
- Strong administrative, organizational and communication skills.
- A servant attitude toward families and staff.
- Relational skills necessary to recruit and sustain ministry teachers and volunteers.

Specific responsibilities

- Administration
 - Select, order, and prepare curriculum/ lesson plans for all age levels (with approval of Associate Pastor), and communicate curriculum lesson planning to parents quarterly.
 - Maintain children's ministry budget.
 - Coordinate annual GK special events.
 - Maintain children's ministry policies and procedures.
 - Maintain supplies for all classrooms (cleaning, snacks, diapering materials, crayons, etc.).
 - Attend the weekly staff meeting in person (3 hours).
 - Meet every two weeks with the Associate Pastor.
- Sunday morning GK setup, oversight, and teardown
 - Provide Sunday morning GK setup and teardown.
 - Provide oversight support so all volunteers have what they need.
- Volunteers
 - Schedule weekly volunteer teachers and assistants for all classrooms, as well as paid help for special events like congregational meetings, Good Friday, Christmas Eve.
 - Find and onboard new volunteers, which includes background checks, child safety trainings, and policies and procedures instruction.
- Membership
 - It is very important that the CMD be able to worship with God's people and receive the ordinary means of His grace as well as grow in relationship with other brothers and sisters in the Lord.
 - In light of this, the CMD should be present in the worship service once (though preferably twice) per month during the time of the GK classes.

Church Info/ Hours/ Salary/ Contact

- **Truth Point Church:** Truth Point Church is located in West Palm Beach, Florida and is a member of the Presbyterian Church in America. We are a relatively young church with a weekly attendance of 250.
- **Hours:** 15-20 hrs./week. The CMD may work from home except for weekly staff meeting, monthly staff lunch, special events and Sunday mornings.
- **Salary:** \$20,000/year
- **To apply:** Send your resume to clintd@truthpoint.org