

Position Summary:

Oversee the Children's Ministry Program, cast vision and lead the team to execute the vision. Responsible for overall Sunday morning logistics and the ongoing maintenance and development of the program.

Leadership & Vision

- Promote and execute RM's vision, mission, strategy and growth initiatives through program and curriculum development.
- Maintain current Children's Ministry programs.
- Communicate vision regularly to volunteers & church.
- Develop and oversee a leadership team of parents for collaboration on program maintenance and development.

Program Implementation*Weekly Responsibilities*

- Plan, oversee and follow up on the Sunday morning logistics of program.
- General email monitoring (answering parent/volunteer/staff questions).
- Maintain space (classrooms, lobby, Welcome Room and storage) and manage supplies.
- Contact with new families and volunteers as needed.
- Ensure the Child Protection policies, operating procedures and policies are followed.

Ongoing Responsibilities

- Strategic planning and integration with the church:
 - Attend monthly staff meetings.
 - Schedule and lead quarterly CM planning meeting with team leads.
 - Yearly budget planning, monthly reimbursement and budget tracking.
 - Monthly Status Report to Admin team for Session, summary of monthly ministry.
- Oversee with help of leadership team to implement program elements:
 - Administrator duties (details in Administrator Coordinator's JD)
 - Classroom teaching and training (details in Classroom Coordinator's JD)
 - Seasonal or special activities
 - Special Needs Ministry
- Manage Volunteers (teachers, assistants, greeters and safety monitors):
 - Recruit, onboard and facilitate training for new volunteers.
 - Maintain regular contact with volunteers for encouragement and support.
 - Host annual appreciation event.
- Hire, onboard and manage caregivers and Sunday Supervisors.
- Oversee yearly review of Child Protection Policy with team and recommend changes to Session.
- Develop program and initiatives as directed by Session.

Discipleship, Community Building & Missional Living

- Pray regularly for the ministry and promote church-wide prayer initiatives for our families.
- Provide resources for family discipleship.
- Partner with parents to provide resources & opportunities to encourage spiritual formation (talks/seminars, online resources, lending library, newsletters etc).
- Meet individually with parents/families to connect relationally with them.
- Organize and facilitate social events for parents and families to build community (such as hymn singing, meals, choir, talent show, moms/dads group).
- Develop an outreach missional focus and facilitate opportunities for children and families to serve and give in Montclair and beyond.

Character & Qualifications:

- Mature Christian committed to the doctrine of the Presbyterian Church in America
- Love for children and passion to reach the next generation with the gospel
- Teaching experience; knowledge of child development and curriculum implementation
- Willing to become a member of Redeemer Montclair
- Highly relational and energized by being around others
- Excellent communication skills; ability to collaborate and work as a member of a team.
- Experience managing people, volunteers and events
- Very organized, detail oriented, and responsive to time-sensitive needs
- Creative vision for supplementing programs
- Available to work on Sundays as well as weekday evenings when needed
- Bachelor's degree preferred
- Personal references may be requested

Employment Classification: Full-time, Exempt

Work Schedule: Sunday, Tuesday-Friday

Compensation & Benefits: Negotiable based on experience

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