

Director of Children's Ministry Trinity Presbyterian Church

Overview

The Director of Children's Ministries will oversee all ministry to children from birth through fifth grade. The director will recruit and train all Children's Ministries staff and volunteers so that a loving, healthy and safe environment, which promotes the spiritual, developmental and emotional growth of each child is provided. Trinity is an established congregation in west Plano with 250-300 members. Our children's demographic is consistently between 50 and 60 kids ages 0-12.

Commitment Statement: This position is critical to the nurture and discipleship of our covenant children and the support of our families. It should be staffed by a spiritually mature individual committed to growing in grace and living out their faith before the church. In addition, this person should be fully committed to the church's doctrine and vision statement.

Accountability Statement: This position is directly accountable to the Senior Pastor. Concerns should be brought to the immediate supervisor, but appeals can be made to the HR Committee of the session should that be necessary.

Requirements:

1. **Christian Commitment/Character:** Possesses vibrant, growing relationship with Christ as evidenced in the fruit of the Spirit and repentance in his/her life.
2. **Theologically Reformed:** Personally committed to the system of theology laid out in Westminster Confession and Catechisms, in particular its teaching on the covenant inclusion of the children of believers.
3. **Loves Children:** Has a passion for children and the relational gifts to interact winsomely with them. A particular call to minister to children outside of the covenant community is required.
4. **Education/Experience:** College graduate with experience in children's ministry. Seminary training or children's ministry leadership experience (or interest in pursuing further education) would be ideal, but not required.
5. **Character/Gifts/Skills:**
 1. Age-appropriate teaching ability
 2. Self-starter/self-motivated
 3. Desire and ability to work as part of a team
 4. Strong interpersonal skills (engaging, motivating, and equipping Trinity's children, parents, volunteers)
 5. Must possess strong organizational skills.
 6. Must possess above average skills in verbal and written communication.
 7. Ability to administrate (events, volunteer screening/training, curriculum, etc.).
 8. Must pass all appropriate background checks.
 9. Must possess strong technical skills in order to utilize apps that manage church ministries.
 10. Maintain biblical deportment appropriate for church leadership.

Responsibilities:

1. **Vision and Program Development** – Continue to develop/improve Trinity’s children’s ministry vision in line with the vision and culture of Trinity Presbyterian Church in cooperation with the pastoral staff. Build programs and ministry structures that flow out of and support this vision. Programs will include but are not limited to Children’s Church (12-20 children), Wednesday Nights (TBD), Sunday School (30 children), and VBS (80-120 children).
2. **Program Administration** –Provide administrative oversight to Children’s Ministry through volunteer recruitment and delegation, budgeting, curriculum selection, publicity, database maintenance, and the development and implementation of policies necessary to ensure the safety, security, and spiritual growth of children.
3. **Parent Consultation and Support** – Actively pursue relationships with parents and guardians to offer support, encouragement, and training to support them in their call to raise children in the Lord.
4. **Leadership Development**— Recruit, screen, train, and resource children’s ministry volunteers. This oversight and care are to be ongoing, not merely initiatory.
5. **Other duties** as assigned, based on the gifts of the person and needs of the church.

Time Required by the Position: Part-time.

Compensation:

- Salary: commensurate with experience.
- No Benefits

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