



CLEMSON PRESBYTERIAN CHURCH

Children's Ministry Director

Revision Date: April 11, 2024

email resumes to matthew.icard@clemsonpres.org

PURPOSE

To worship, love, and glorify God - The primary focus of this position is the glory and adoration of our Triune God. A loving, worshiping heart will be evidenced by a passion for God and a clear commitment to his people. The Children's Ministry Director should promote the glory of God and the good of the church through his/her character, work, and lifestyle.

To develop healthy, mature followers of Jesus - We want our children and families to understand, believe, and apply the gospel in every area of life (head, heart, and hands). We also want to champion the parent's primary role in the spiritual development of their children. As a result, the Children's Ministry Director will spend his/her time encouraging and providing resources to our elementary-aged children (K5-5th grades) and parents/caregivers.

NATURE AND SCOPE OF THE POSITION

The Children's Ministry Director is a part-time (30 hours per week) or full-time employee called by the session of Clemson Presbyterian Church. His/her role is to provide leadership in the care and discipleship of the elementary-aged children (K5-5th grade) of Clemson Presbyterian Church. This work will be biblically grounded, gospel-centered, historically connected, prayerfully dependent, intentionally relational, and outwardly focused.

JOB RESPONSIBILITIES

The Children's Ministry Director is expected to live life alongside the children, parents/caregivers, and staff and volunteers of Clemson Presbyterian Church. Due to the size of our congregation and children's ministry, he/she will also need to develop and equip other leaders.

1. Relational Development (35%)

- Interaction with Parents/Caregivers
 - Communicate with parents/caregivers on a regular basis via email and other platforms
 - Meet regularly with parents/caregivers for coffees, lunches, etc.
 - Serve as a liaison between parents and the Pastor of Students and Families
- Interaction with Staff and Adult Volunteers
 - Meet weekly with the Pastor of Students and Families, the Student Ministry staff, and the broader staff of Clemson Presbyterian Church
 - Meet regularly with other adult leaders and volunteers

- Interaction with Children
 - Actively engage with our elementary-aged children during church activities and programs.
 - Maintain regular contact with children through occasional mailers, in-home visits, recital attendance, etc.
2. Program and Curriculum Oversight (35%):
 - Sunday School, Engage, and Weekly Large Group:
 - Coordinate with the Pastor of Students and Families on scheduling, curriculums, etc.
 - Lead the children's ministry large group on a weekly basis
 - Recruit and equip volunteer leaders
 - Summer Opportunities:
 - Develop the themes, activities, and schedule of annual summer ministries (VBS, etc.)
 - Lead the summer ministries
 - Recruit and equip volunteer leaders
 3. Ministry Development (20%)
 - Outreach and Evangelism:
 - Coordinate occasional outreach opportunities for our children and families (ex. Bird & Bees)
 - Encourage children and family involvement in possible missions opportunities
 - Service and Mercy:
 - Coordinate service projects for children to those within the church (example: the widows)
 - Work with the deacons and mercy ministry to serve the broader Clemson community
 - Safety and Administration:
 - Implement and share in the continued development of our Child Protection Policies
 - Reconcile reimbursements and credit statements as needed
 4. General Staff Responsibilities (10%)
 - Local Church Responsibilities
 - Work with the Pastor of Students and Families on the development and use of the budget
 - Attend monthly session meetings (as needed)
 - Continuing Education:
 - Engage in personal study not related to specific teaching opportunities
 - Attend professional training (classes, seminars, conferences, etc.) at the discretion of the Pastor of Students and Families

Accountability and Oversight

The Pastor of Students and Families will provide direct supervision and oversee an annual review of this position. Additional supervision will be provided by the session of Clemson Presbyterian Church.