

WRPC Children's Ministry Director – Job Description

Full time, 45 hours per week (Including Sundays)

Reports to Discipleship Pastor

Performance reviews will occur quarterly

Salary range: \$40,000 - \$50,000 per year

PTO: 20 days per year

Application Instructions:

Please email the following items to john@wrpca.org

- Cover letter & resumé
- 2-minute video introducing yourself

Position Overview

Westminster Reformed Presbyterian Church's Children's Ministry Director will faithfully teach and model the Gospel of our Lord Jesus Christ in alignment with our vision, mission and values. We desire for our children to know God's saving grace through Jesus Christ and to embrace a life of holiness and mission. We also desire to build a community that is welcoming and loving to visitors and those who do not have a church background. The Children's Ministry Director is responsible for leading our parent-partnering and volunteer-supported ministry to children from birth to 5th grade.

Qualifications

- Child CPR trained
- At least 3 years of professional or volunteer children's ministry experience
- Vision for discipleship in the home
- Passion to help young families experience belonging at WRPC.
- Gifted teacher, team-builder, and trainer
- Administrative skill
- Effective communicator (oral & written)
- Collaborative, humble, team-player
- Embraces PCA theology and polity
- Embraces WRPC's discipleship pathway (*The Westminster Way*)
- Member of WRPC in good standing

Responsibilities

General Responsibilities:

- Maintain disciplines of scripture study, prayer, Christian fellowship, and Sabbath rest as part of personal spiritual growth
- Work under oversight of pastors and elders to promote and develop the vision for children's ministry
- Use a wide variety of communication tools to promote children's ministry vision (Church Community Builder (CCB), newsletter, social media)
- Manage Children's Ministry Budget
- Maintain child safety standards, manage protect my ministry certification database, and provide safety training
- Build relationships with children and parents of WRPC and of the larger Suffolk community
- Attend Ministry Leadership Team (MLT) meetings (twice per month) and bulletin meetings (weekly)
- Supervise Children's Ministry Coordinator
- Train teachers and volunteers drawing from PCA Committee on Discipleship (CDM) resources
- Plan and oversee *Summer's Best Two Weeks* ministry
- Plan and oversee family together programs that equip parents to disciple their children

Sunday Ministry Responsibilities:

- Manage curriculum, supplies, classrooms (cleanliness & organization), check – in system
- Maintain education plan that includes balance between biblical theology and systematic theology (catechesis)
- Plan & oversee Sunday School (Pre-K through 5th grade)
- Plan & oversee Children's Church (K through 3rd grade)
- Plan & oversee Nursery ministry
- Plan & oversee Access ministry (special needs)
- Create a joyful and hospitable environment for young families on Sunday mornings.

Childcare Responsibilities:

- Plan & oversee childcare to support Tuesday morning Bible studies
- Plan & oversee childcare to support Wednesday evening ministries
- Plan & oversee childcare to support churchwide events (prayer meetings, conferences, evening services)