

Director of Children's Ministry

Job Description

Hudsonville Reformed Church (PCA)

www.hudref.org

Summary & Purpose

The Director of Children's Ministry (DCM) is a full time (40 hours per week) employee called by the session of Hudsonville Reformed Church (HRC). The primary purpose of this role is to glorify and adore our Triune God. HRC Children's Ministry (HRCCM) serves to come alongside and support the families here, in our mission to glorify God by making disciples through the gospel of Jesus Christ. Within this purpose, the DCM is responsible for supporting and cultivating the overall direction, planning, and coordination of HRCCM for all children, birth through fifth grade.

The broad goals are to develop and solidify a vision for HRCCM children in this age group and to facilitate the effectiveness of all children's programs by overseeing all program planning, coordination, and implementation under the supervision of the session, reporting directly to the Pastor of Mission and Discipleship, and working alongside the Director of Youth Ministry (DYM) to create a cohesive plan for the future of both Children and Youth here at HRC. Major tasks include communicating, managing HRCCM staff & volunteers, recruiting, training, volunteers for children's ministry, planning events, evaluating curriculum, and providing children's ministry resources.

We desire that our children and families here at HRC understand, believe, and apply the gospel in every area of life. We also desire to promote the parent's primary role in the spiritual development of their children. As a result, the DCM will spend his/her time encouraging and providing resources to the families of HRC.

Character & Qualifications

- A mature Christian who is committed to Christ, His Word, and can embrace the summary of doctrine conveyed in the Westminster Confession of Faith and catechisms
- Willing to become a confessing member of Hudsonville Reformed Church.
- Teaching experience; knowledge of child development and curriculum implementation.
- Excellent communication skills; ability to collaborate and work as a member of a team.
- Ability to accept responsibility and work without significant supervision.
- Experience in managing people, volunteers and events.
- Organized, detail oriented, and responsive to time-sensitive needs.
- A heart for local church ministry and a willingness to work outside normal weekday hours, including regularly scheduled Wednesday evenings and Sundays.
- A Bachelors' degree or Seminary degree in Christian education or a related field is preferred.
- Experience in children/youth ministry leadership and management of staff and volunteers is preferred.
- The position requires light physical labor including, but not limited to, carrying boxes, climbing ladders, and other tasks for retrieving items or returning them to storage locations.

Role and Responsibilities

1. Communicate with parents/caregivers on a regular basis via email and other platforms
2. Pray regularly for the ministry and promote church-wide prayer initiatives for our families.
3. Alongside the DYM, provide resources for family discipleship.
4. Provide development, planning and effective implementation of all HRCCM activities.
 - a. This includes, Nursery (age 0-3), Children's Sunday School (age 2 – grade 5), Kid's Club, Vacation Bible School, Children and Worship, Cadets, Gems, and various special events for children.
5. Supervise the children's ministry assistant, nursery coordinator, children's Sunday school coordinator, GEMS coordinator, Cadets coordinator, and numerous HRCCM volunteers, and work in close coordination with the DYM.
 - a. This includes assisting them in various ways to help these ministry activities to operate smoothly and in line with the mission of HRC and providing training to volunteers.
6. Communicate with parents/caregivers on a regular basis via email and other platforms
7. Evaluate and research curriculum and new materials that can be used in the various programs.
8. Keep up to date in the field of Christian education.
9. Coordinate efforts with the Youth Ministry (HRCYM).
10. Coordinate with youth ministry staff to maintain an up-to-date policy manual for children and youth ministry volunteers
 - a. This includes knowing the HRC CARE (Child and Youth Safety) policy and to provide ongoing training to HRCCM volunteers on these policies.
11. Propose an annual budget for the children's ministry to the Session of HRC.

Accountability and Oversight

The Pastor of Mission and Discipleship will provide direct supervision and oversee an annual review of this position. Additional supervision will be provided by the Senior Pastor and Session of Hudsonville Reformed Church.

Employment Classification: Full-time

Schedule: Sunday-Thursday, and as needed

Compensation & Benefits: Salary is negotiable based on experience; health & retirement benefits; cell phone allowance

Send resume to: info@hudref.org