



## POSITION: **ASSISTANT DIRECTOR OF CHILDREN'S MINISTRY, UPPER ELEMENTARY**

Status: Full-time, Exempt

Reports to: Director Children's Ministry

Work Week: Sunday–Thursday are workdays with Friday & Saturday being off.

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### **ABOUT US**

At McLean Presbyterian we exist to glorify and enjoy God by making disciples who make a difference through grace-filled worship, community, and missions.

Our aim is to make disciples through three ministry areas: worship, community, and missions. While activity in each area does not equal discipleship, we are confident that these are the contexts needed for deep spiritual growth. In these contexts, we navigate the nuances of life in Christ together, and that's how we make disciples.

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### **POSITION SUMMARY**

In line with our church mission, Children's Ministry (CM) exists to glorify and enjoy God as we make disciples of children and families who make a difference through grace filled worship, community, and missions. Our hope is to partner with parents to raise children for a lifetime of faith.

Specifically, the Upper Elementary Assistant Director oversees the planning and implementation of programs and special events related to the discipleship of our 4<sup>th</sup>–6<sup>th</sup> graders and contributes to all CM special event planning and implementation as needed.

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### **ROLES AND RESPONSIBILITIES**

#### **PROGRAMS: Lead discipleship for upper elementary (4<sup>th</sup>–6<sup>th</sup> Grade)**

##### ***Discipleship Hour (Sunday AM), Club 45 (Sunday PM)***

- Manage and implement curriculum.
- Maintain rosters and track attendance.
- Organize and maintain classroom spaces.
- Coordinate program details as needed with parents, other ministry directors, and the ministry support team.
- Master the use and implementation of e-check-in system and the church database.

**VOLUNTEERS: Equip volunteers for CM programs and events.**

- Recruit and schedule volunteers for all Upper Elementary classes & programs.
- Prepare training materials and train volunteers.
- Ensure all volunteers have been appropriately screened with our Safeguarding Policy.
- Communicate to volunteers through weekly emails with lesson plans and announcements.
- Honor volunteers through notes of encouragement, Sunday touch points, constructive feedback, and contact ministry.

**FAMILIES & KIDS: Establish rapport and grow relationships to foster discipleship.**

- Create a welcoming and supporting CM program environment.
- Send timely newcomer follow-up emails and postcards, welcoming families and answering their questions.
- Engage in contact ministry with kids, parents, and families.
- Send birthday cards and prayer notes as able.
- Recommend resources for discipleship at home.
- Create spaces for connection outside of the classroom.

**SPECIAL EVENTS & PROGRAM SUPPORT:**

Work with the CM team to plan and execute special events listed below:

- February – Pancakes, Putt-Putt, and Pajamas
- April – Communicants Retreat
- June – Vacation Bible School (VBS)  
*\*Historically, this position has served as VBS Director. This is not a requirement, but regardless, planning and executing VBS will be a large portion of the spring and summer.*
- July – Watercolor Camp (2 weeks)
- August – Churchwide Retreat
- September – Club 45 & Communicants Family Kick-Off Event
- October – Fall Family Event
- November – Children’s Advent Art
- December – Live Nativity

Support all CM team members with programming as needed, including support with:

- Children’s Worship
  - Communicants
  - Churchwide Childcare
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### **KEY DELIVERABLES:**

- Disciples of Jesus Christ who make a difference by participating in grace filled worship, community, and missions.
- Kids who hear the gospel and are loved as Christ loved the church by our staff and congregation in a safe environment.
- A CM staff that works with grace as a team with focus, family, fun as driving factors.
- Programs with well-equipped volunteers who love and teach our covenant kids and visitors.
- Volunteers who are honored for serving.
- Curriculum for programs that is gospel-centered and age-appropriate.
- Adhere to policies that support a safe and healthy environment for optimal implementation of programs.
- Budget and facility space managed wisely to meet yearly CM goals.
- Knowledge of resources for parents as they raise their children in the grace and truth of the gospel.
- Deep relationships formed through contact ministry with children, volunteers, and families.

### **POSITION REQUIREMENTS:**

- Sinner saved by grace; vibrant, growing, spirit-empowered relationship with God through Jesus Christ.
- Church membership at MPC (a requirement but not a prerequisite).
- Embody and multiply our church culture: a) *Focus* – We don't take ourselves too seriously; we do take Jesus and the work he's given us seriously; b) *Family* – We love our church family – and we want to love each other well; c) *Fun* – God rules and reigns so we can enjoy the ride.
- Deep love & understanding for children with a desire to share the gospel with them.
- Ability to make a vision a reality; prioritizing and organizing to execute the vision of CM.
- Strong administrative skills.
- Strong teaching skills.
- Ability to establish and maintain effective relationships and communication with colleagues, volunteers, church members, etc.
- Ability to work with minimal supervision.
- Flexibility to assist in areas outside of typical responsibilities.
- Knowledge of Microsoft Excel is a plus.
- Bachelor's Degree.

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Interested applicants should submit the following items to Mary Palekas, the Director of Children's Ministry, via email ([mpalekas@mcleanpres.org](mailto:mpalekas@mcleanpres.org)) as attached documents. PDF file type is preferred.

1. Cover Letter
2. Resume