SURFSIDE PRESBYTERIAN CHURCH JOB DESCRIPTION

Position Title: Children's Ministry Director

Contact: Committee Chair || office@surfsidepres.com (emails will be forwarded to the committee chair)

Position Summary

- Scope: The scope of this ministry position is the children of Surfside Presbyterian Church (through 5th Grade) and their mothers.
- Summary: The Children's Ministry Coordinator oversees the discipleship and care of children (birth through 5th grade) in a manner consistent with the theology and practice of the Presbyterian Church in America. This role supports the church's calling to nurture covenant children in the faith, provide community for the mothers, and emphasizing Christian discipleship in the church and home.
    - The Director works under the authority of the Session and in cooperation with the pastoral staff to cultivate a ministry that is Christ-centered, covenantal, and integrated into the life of the church. Special focus is on ministry to children and their mothers.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive.

I. Overarching Responsibilities:

- Provide resources, vision, and assistance to parents to fulfill this God given role.
- Develop a climate for children that is safe, supportive, and cultivates spiritual growth.
- Work in partnership with the Director/Pastor of Young Families to aide in ministry to young mothers.
- Pray for each family on a regular basis.
- Integrate new children and families into the children's ministry.
- Build and maintain a Children's Ministry Team of parents and other church members who have a desire to see children know and love the Lord. This team will help set vision, plan, and implement goals and objectives set forth.
- Recruit proper staffing of all children's activities. Leaders/teachers are to be members in good standing who demonstrate a love for Jesus and children.

- Select teaching materials in conjunction with the specific ministry and the Christian Education Committee or Sr. Pastor (or his designee)
- Make sure each classroom is properly stocked.
- Responsible for child safety awareness training and certification for all staff and volunteers with access to children.

II. **Covenant Kids (Children's Church)**

The purpose of our children's church programs is to educate children in the elements of worship so that they may more easily adapt to adult church services when appropriate. This would include elements of singing, praying, Scripture reading, the collection of offerings, and the listening to a morning Bible Lesson. The Children's Ministry Director will either lead or oversee this ministry.

III. Sunday School Classes for 3 years through 5th grade:

The key functions of this position are to ensure that there is Gospel focused Biblical curriculum in keeping with our Reformed Doctrine, to recruit qualified teachers for each age group and to provide proper staffing of all children's Sunday school classes.

- Order curriculum in timely fashion
- Oversee teachers and offer assistance as needed
- Provide additional age-appropriate resources for the classroom: Music, Missions, Crafts, etc.

IV. Additional Events:

- Parent/child events to promote family relationships
- Any midweek ministry opportunities
- Events to support parents
- Outreach events

<u>Character Traits & Expectations:</u>

A. Exhibits a love for Christ that consistently reveals itself through Godly obedience, personal devotion, worship, and prayer life.
B. Has a deep love for Christ's church and His people (John 10, Acts 20:28-31).
C. Works with the staff in a team-oriented manner.
D. Handles sensitive matters in the strictest confidence and biblically resolves conflict.
E. Committed to continual improvement both personally and professionally.
F. Excellent communication and people skills, especially with children and their families.

G. Committed to the theological standards of Surfside Presbyterian Church as found in the Westminster Confession of Faith.

Accountability Structure: This position reports to the Senior Pastor or his designee. All Staff positions are ultimately under the oversight of the Session.

- Director will be present at the church during the hours set by the Senior Pastor. Any exceptions are subject to supervisor approval. Including:
    - Staff meetings
    - Staff special events
    - Priority office hours will be Mondays through Wednesdays
        - When possible, off-site meetings will be prioritized for Thursdays.