

**Village Seven Presbyterian Church**  
**Job Description**

**Job Title: Director of Children's Ministries**

**Purpose:** This position oversees ministries to children that are gospel-centered and make and equip children (and their parents) to be and grow as disciples of Jesus Christ.

**Department:** Discipleship/Children

**Reports to:** Discipleship Pastor

**Pay Type:**  Hourly  Salaried

**Time Required:** 40 hours per week

**Eligible for Overtime:**  Yes  No

If no, check type of exemption:  Professional  Executive  Administrative  Ministerial

**Supervisory Position:**  Yes  No

If yes, check type:  Employees # 15+  Contract Wkrs #         Volunteers # 100  
*Supervisory responsibilities include assigning, scheduling, monitoring and controlling work; evaluating and managing performance; interviewing, hiring, and orienting new employees; training employees when necessary; making salary recommendations; and recommending discipline or termination when necessary.*

**Job Titles Supervised:** Base Camp (elementary) Coordinator, Trailhead (nursery) Coordinator, Administrative Specialist and volunteers.

**Works closely with:** Children's Ministries Team; Women's Ministries; Student Ministries; Adult Ministries; Worship Ministries

**Duties and Responsibilities:**

- A. Implement VSPC's Philosophy of Ministry: Communicates Village Seven Presbyterian Church's philosophy of ministry to children (care and nurture; teaching; discipling; reaching) to parents and the congregation as a whole; Uses articles, website, and other means to communicate to and educate parents on topics such as parenting, teaching children, understanding children.
- B. Program Planning and Oversight: Direct the planning of Children's Ministries programs and events; Oversee Children's Ministries Coordinators; Interact with children and parents to get to know them and assess needs for providing relevant ministries.
  - o Coordinate and supervise all ministry needs (Sundays, midweek, Village Moms, Women's Bible Study, and church-wide events), developing and maintaining doctrinally sound programs in a welcoming, child-friendly, and safe environment.
- C. Leadership: Provides leadership to the Children's Ministries staff and volunteers through vision, strategic planning, budgeting, and implementation of church policies.
  - o Paid Staff Supervision
    - Interview, hire, and train all Trailhead and Base Camp paid staff.
    - Ensure that staff are properly:

- Scheduled, including coordinating time sheets with admin office.
- Trained (including 1st Aid/CPR certified and Ministry Safe).
- Supervised as they clean toys, equipment, and laundry.
- Event Staffing
- Provide ministry leaders a reservation procedure to determine the number of children and their ages.
- Provide adequate staff for all church functions that require childcare, also handle reservations for special church-wide events.

D. Leadership Development: Provides training and continuing education opportunities for staff and volunteers in areas like teaching, communicating with children and parents, classroom management, etc.

E. Recruiting: Assists the Coordinators in recruiting volunteers for the various Children's Ministries.

- Recruit and coordinate volunteers from within the church membership.
- Maintain appropriate adult/child ratios; prepare to teach/assist as needed.
- Maintain volunteer reminder system.

### **Minimum Requirements:**

**Faith:** This position must be held by an individual who is an active, practicing evangelical Christian who is committed to the church's vision and mission, agrees with our Statement of Faith, and subscribes to the Westminster Confession and Catechisms. There is no other background that can substitute for this requirement.

**Education:** Degree in Childhood Education or comparable experience (5+ years) in children or youth discipleship.

### **Experience/Other:**

- At least five years of youth or children's ministry experience including curriculum selection, volunteer recruiting and large even organization.
- A strong call to develop and shepherd adults to desire to disciple children in such a way that they grow to be Christ-changed, hope-filled, productive adults.
- Love for children and a desire to see them grow in their faith.
- Church membership, including commitment to Village Seven's vision and mission.
- Desire to grow in personal faith through faithful attendance in Sunday morning worship.

**Physical, Mental, and Emotional Requirements of this Position Include:**

<i>WORKING ENVIRONMENT:</i>	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)		X	
HEAT (90 F or more)	X		
GASES/FUMES/DUST	X		
HEIGHTS	X		
NOISE	X		
CLIMBING (Stairs/Ladders)			X
DRIVING			X
CRAWLING OR KNEELING	X		
BENDING			X
WALKING/Uneven Surfaces			X
WORKING ALONE	X		
WORK WITH OTHERS			X
CHEMICALS/SOLVENTS	X		
<i>MOVING HEAVY ITEMS:</i>	SELDOM	OCCASIONAL	FREQUENT
LIFTING/LOWERING	over 50 lbs	20 – 50 lbs	under 20 lbs
REACHING FORWARD	over 50 lbs	20 – 50 lbs	under 20 lbs
PUSHING/PUSHING	over 50 lbs	20 – 50 lbs	under 20 lbs
CARRYING	over 50 lbs	20 – 50 lbs	under 20 lbs
<i>MENTAL DEMANDS</i>			
REGULARLY PRESENT AT WORKPLACE			X
SPEAKING TO LARGE GROUPS			X
INTERPRETING OR ANALYZING DATA			X
MAKING QUICK DECISIONS			X

<i>SENSORY CAPABILITIES</i>	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION			X
HEARING			X
SPEECH			X
MANUAL DEXTERITY			X
EYE/HAND COORDIN.			X
<i>TRAVEL:</i>			
Local		X	
National	X		
International	X		
REPETITIVE MOVEMENTS:			
(please list) Use of computer and mouse.			X
<i>OPERATING MACHINERY:</i>			
FACSIMILE (FAX)	X		
COMPUTER /MOUSE			X
COPIER/PRINTER			X
TELEPHONE			X
<i>EMOTIONAL DEMANDS</i>			
CALM IN STRESSFUL SITUATIONS			X
SUPPORTIVE TO THOSE IN CRISIS			X
FREQUENT INTERRUPTIONS			X
MULTIPLE DEMANDS OR PRIORITIES			X

**Pay and Benefits:** The salary rate range for this full-time position (minimum 40 hours per week) is \$45,000 to \$58,000. Benefits include health insurance (employer pays 80% of premiums), TSA match, Vacation time (20 days), Holidays (10 days), and Sick leave (up to 12 days).

**Evaluation:** This position is evaluated annually by the Discipleship Pastor. A written report is prepared of this evaluation and signed by the Discipleship Pastor and the Director of Children’s Ministries. During the course of the evaluation, the Job Description shall be reviewed and needed alterations discussed.

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. It is intended to be a reflection of the principal job elements essential for making compensation and employment decisions.

**Employee’s Affirmation:**

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 I have read this job description and understand its requirements. I affirm that I have the physical, mental, and emotional ability to perform the Duties and Responsibilities of the position and that I have informed the supervisor of any accommodations I need to do so. In addition, I affirm that I understand my role in the ministry of the Church, that I fully support that ministry, and that I will behave in a way that is consistent with belief in Jesus Christ, the Scriptures, and the teaching of the church.

**Employee’s Printed Name:** \_\_\_\_\_

**Employee’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This document was last reviewed on August 30, 2022.