

**Position Summary:**

*Oversee the Children's Ministry Program, cast vision and lead the team to execute the vision. Responsible for overall Sunday morning logistics and the ongoing maintenance and development of the program.*

**Leadership & Vision**

- Promote and execute RM's vision, mission, strategy and growth initiatives through program and curriculum development.
- Maintain current Children's Ministry programs.
- Communicate vision regularly to volunteers & church.
- Develop and oversee a leadership team of parents for collaboration on program maintenance and development.

**Program Implementation***Weekly Responsibilities*

- Plan, oversee and follow up on the Sunday morning logistics of program.
- General email monitoring (answering parent/volunteer/staff questions).
- Maintain space (classrooms, lobby, Welcome Room and storage) and manage supplies.
- Contact with new families and volunteers as needed.
- Ensure the Child Protection policies, operating procedures and policies are followed.

*Ongoing Responsibilities*

- Strategic planning and integration with the church:
  - Attend monthly staff meetings.
  - Schedule and lead quarterly CM planning meeting with team leads.
  - Yearly budget planning, monthly reimbursement and budget tracking.
  - Monthly Status Report to Admin team for Session, summary of monthly ministry.
- Oversee with help of leadership team to implement program elements:
  - Administrator duties (details in Administrator Coordinator's JD)
  - Classroom teaching and training (details in Classroom Coordinator's JD)
  - Seasonal or special activities
  - Special Needs Ministry
- Manage Volunteers (teachers, assistants, greeters and safety monitors):
  - Recruit, onboard and facilitate training for new volunteers.
  - Maintain regular contact with volunteers for encouragement and support.
  - Host annual appreciation event.
- Hire, onboard and manage caregivers and Sunday Supervisors.
- Oversee yearly review of Child Protection Policy with team and recommend changes to Session.
- Develop program and initiatives as directed by Session.

**Discipleship, Community Building & Missional Living**

- Pray regularly for the ministry and promote church-wide prayer initiatives for our families.
- Provide resources for family discipleship.
- Partner with parents to provide resources & opportunities to encourage spiritual formation (talks/seminars, online resources, lending library, newsletters etc).
- Meet individually with parents/families to connect relationally with them.
- Organize and facilitate social events for parents and families to build community (such as hymn singing, meals, choir, talent show, moms/dads group).
- Develop an outreach missional focus and facilitate opportunities for children and families to serve and give in Montclair and beyond.

**Character & Qualifications:**

- Mature Christian committed to the doctrine of the Presbyterian Church in America
- Love for children and passion to reach the next generation with the gospel
- Teaching experience; knowledge of child development and curriculum implementation
- Willing to become a member of Redeemer Montclair
- Highly relational and energized by being around others
- Excellent communication skills; ability to collaborate and work as a member of a team.
- Experience managing people, volunteers and events
- Very organized, detail oriented, and responsive to time-sensitive needs
- Creative vision for supplementing programs
- Available to work on Sundays as well as weekday evenings when needed
- Bachelor's degree preferred
- Personal references may be requested

**Employment Classification:** Full-time, Exempt

**Work Schedule:** Sunday, Tuesday-Friday

**Compensation & Benefits:** Negotiable based on experience