



**WESTMINSTER
PRESBYTERIAN CHURCH**
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Job Title:	Children’s Ministry Director	Job Category:	
Department/Group:	Children & Youth / 5300	Job Code:	
Location:	WPC	Travel Required:	N/A
Level/Salary Range:	7	Position Type:	FT
HR Contact:	Church Administrator	Date posted:	
Will Train Applicant(s):	N/A	Posting Expires:	

Applications Accepted By:

E-mail:

Subject Line: Resume` for open position

Attention:

RE: Job Code and Title]

Mail:

Westminster Presbyterian Church

2151 Oregon Pike

Lancaster, PA 17601

Job Description

Summary of Purpose

The Children’s Ministry at Westminster Presbyterian Church serves to come alongside and equip parents in the task of raising their children in the nurture and admonition of the Lord.

The director of children’s ministry (DCM) will be responsible for the overall direction, planning, and coordination of children’s ministries for all children, infant through sixth grade.

The broad goals are to develop and solidify a purpose and vision for ministry to 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 Executive Pastor and the oversight of the Children & Youth Christian Education Committee (C&Y CE)

Major tasks include communicating, managing children’s ministry staff & volunteers, recruiting, training, and equipping volunteers for children’s ministry, planning events, evaluating curriculum, and providing children’s ministry resources.

Responsibilities:

1. Provide comprehensive vision development, planning and effective implementation of all children’s ministries at WPC, including Nursery (age 0-3), Children’s Sunday School (age 2 – grade 6), Children’s Clubs, Vacation Bible School, Missions & Me, Children’s Worship, Special Needs Ministry for children, and various special events for children.
2. Supervise the children’s ministry assistant, event assistant, children’s ministry refugee coordinator, nursery coordinator, children’s Sunday school superintendent, and numerous children’s ministry volunteers, and work in close coordination with the Design and Media Coordinator.
3. Evaluate and research curriculum and new materials that can be used in the various programs making sure the materials meet the goals of the church. Be knowledgeable about new resources and obtain them for use. Keep up to date in the field of Christian education.



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4. Coordinate efforts with the Missions Committee (Great Commission) to incorporate mission material into the Sunday school curriculum and provide ideas, resources and oversight for the annual Missions Conference children's project and activities.
5. Assist the nursery coordinator, children's Sunday school superintendent, children's club coordinators, and VBS coordinators in recruiting and retaining teachers and volunteers to fill various children's ministry positions.
6. Coordinate with the C&YCE committee and youth ministry staff to maintain an up-to-date policy manual for children and youth ministry volunteers (i.e. Child Safety, Mandatory Reporting) and provide ongoing training to children's ministry volunteers on these policies.
7. Provide training to equip and encourage children's ministry volunteers.
8. Maintain children's Christian education resources for teachers and volunteers, stocked with supplies and equipment for all children's programs. Coordinate central purchasing and storage for various program materials and equipment for teachers.
9. Coordinate with the church librarian to provide library resources for parents and children.
10. Teach or substitute throughout the year and across age groups on a limited basis for the purpose of "keeping in touch" with the children, the adults, the curriculum, and the teachers.
11. Oversee the Children's Ministry Refugee Coordinator to work with the Refugee Ministry leaders to help assimilate refugee children into children's ministries.
12. Propose annual budget for children's ministry.

Qualifications and Education Requirements

- Demonstrates mature faith in Christ
- A heart for ministry and a willingness to work outside normal weekday hours, including regularly scheduled Wednesday evenings and Sunday mornings
- A Bachelors' degree or Seminary degree in Christian education or a related field is preferred
- A minimum of five years' experience in children/youth ministry leadership and management of staff and volunteers is preferred
- Agrees with and supports the doctrines of the church as stated in the Westminster Confession of Faith and catechisms
- Be or become a member of Westminster Presbyterian Church
- Ability to accept responsibility and work without significant supervision
- Must demonstrate excellent people and communication skills
- 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

Skills

- A proven leader/administrator with a focus on team building
- Strong organizational skills
- Able to work in a confidential information environment and use discretion when dealing with congregants and co-workers
- Self-starter and able to work independently with little to no supervision



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Reviewed By:	Kyle Hunt, L&V Committee	Date:	2/8/2024
Approved By:		Date:	
Last Updated By:	Paul Rogers, Kyle Hunt	Date/Time:	2/8/2024