



Community
PRESBYTERIAN CHURCH
of Clarendon Hills

Director of Children & Family Ministries Job Description

OVERVIEW

The Director of Children & Family Ministries (DCFM) is a part-time position responsible for implementing and supervising the faith formation for children from birth through fifth grade.

RESPONSIBILITIES

Core Job Duties:

- Collaborate with the Christian Education - Children (CE-C) committee to develop and/or select the curriculum for the Sunday school program.
- Lead the weekly Sunday school program for children in the nursery through fifth grade.
- Build, train and support leader teams for Nursery and Sunday School classes.
- Lead the “Time for Youngest Disciples” in worship two to three times per month.
- Plan and supervise annual Vacation Bible School.
- Develop and guide family programs to nurture faith including family Advent festival, family communion workshop, and family mission opportunities.
- Select and oversee the Children’s Christmas Pageant, working with the Sunday School team and clergy to incorporate into a worship service.
- Collaborate with clergy and help lead the Christmas Eve Family worship service.
- Gift 3rd grade children with Bibles each year and lead a six-week 3rd grade Bible class during the Sunday School hour.

Additional Job Duties:

- Maintain and manage all modes of communication to ensure that children and family ministries and programs are well publicized within CPC and, as appropriate, in the community.
- Attend weekly CPC staff meetings and participate in staff retreat/training events.
- Serve as the staff person on the CE-C committee.
- Work collaboratively with all staff for the good of God’s church.
- Complete other duties as assigned by the Pastor/Head of Staff.

RELATIONSHIPS

Reports to: Head Pastor

Works closely with: Associate Pastor, DYFM and CE-C committee

Oversees: Adult volunteers

SKILLS & QUALIFICATIONS

- A personal relationship with God
- A person of prayer, personal integrity, and joy
- A good model and teacher of the faith
- Ability to relate and work well with children and their families
- Enthusiastic and engaged partner with staff and other leaders
- Deep sense of calling to children's ministry
- Strong communication skills (written and verbal)
- Strong organizational skills
- Education: Bachelor's Degree required
- Work Experience: Children's ministry experience in a mainline reformed tradition

If you are interested in this role, please send your resume and a cover letter to kidsminsearch@chcpc.org.