



Director of Children's Ministries
(Salaried, Non-exempt, 30 hours/week)

Job Description:

This position is responsible for all aspects of Sunday morning Christian Education for children, age 3 through 5th grade, and will work with the Associate Pastor for Discipleship and Play in planning for the spiritual growth of children in the church, establishing relationships with church members and families.

The following functions are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities as other duties may be requested or assigned.

Primary Job Functions:

- Manage all aspects of the children's ministries program and budget
- Oversee the childcare program and childcare staff of the church
- Develop and implement programs and experiences that help children grow and put their faith into practice, both in and beyond the life of the church
- Oversee Sunday morning children's (age 3 – 5th grade) education and classes
- Plan and execute Vacation Bible School each summer
- Coordinate awarding Bibles to 3rd graders annually
- Develop relationships with and provide support for families in the church through personal contact, email, and other communication tools
- Align programs with the direction of the ministry department through collegial work and open communication

Additional Job Functions:

- Attend staff meetings as needed
- Recruit, train, and support ministry teams, sponsors, teachers, and mentors, and volunteer for all pertinent programs and special events
- Ensure background checks are filed for all volunteers as required per the CCPC Child Protection Policy
- Work with the Director of Youth Ministries to review and maintain CCPC's Child Protection Policy on an annual basis
- Ensure that appropriate website pages are up to date
- Provide appropriate articles and information for all regular church publications (eSpirit, Clarion/Booklets, Sunday bulletin, etc.)
- Any other duties as requested by the supervisor.

Organizational Structure:

Immediate Supervisor:

Assoc. Pastor for Discipleship and Play

Pertinent Subordinates:

Childcare Staff

Workers with Similar Responsibilities:

Director of Children's Music
Director of Youth Ministries

Universal Competency Requirements:

Adapted for the Presbyterian Church publication "Standards of Ethical Conduct," approved by the 210th General Assembly, all employees of CCPC are expected to display the following qualities as summarized below:

1. **Integrity** – Employees are expected to be honest, truthful, respectful of others and supportive of the ministry of the church. Employees must refrain from gossip, abusive speech and exploitation of others. They should honor relationships while recognizing their own personal limits.
2. **Stewardship** – Employees are expected to be accountable, to use resources responsibly and to take appropriate actions within their responsibilities.
3. **Quality** – Employees should always exercise sound judgment in carrying out their responsibilities and spend their time on the most important functions of their job, thus producing the best possible results.
4. **Service to Others** – Employees are expected to use their authority and influence constructively and considerately.
5. **Balance** – Employees must maintain a healthy balance among their primary job functions, commitments to their families, other primary relationships and the need for spiritual, physical, emotional and intellectual renewal.

Core Competency Requirements:

1. **Communication** – Employee communicates openly in a timely manner; listens to others; speaks and writes clearly; shares information appropriately; keeps others well informed; encourages others to share contrary views; and responds to messages and requests promptly.
2. **Adaptability/Flexibility** – Employee deals effectively with change and uncertainty; copes well with stress and pressure; is patient; maintains a positive outlook; deals constructively with mistakes and setbacks; and looks for ways to help the organization.
3. **Teamwork** – Employee works together to achieve successful outcomes; seeks input from others and win-win solutions; supports a shared purpose; builds relationships; supports others to achieve success; and knows when to compromise and find mutually acceptable solutions.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____

Approved by Personnel Committee: April 20, 2021