

**Shandon Presbyterian Church**  
**Director of Children's Ministry**  
February 2022

**Primary Responsibilities:** The Director of Children's Ministry will be one of the spiritual leaders for children at SPC. Working with highly engaged volunteers, the Director will create and facilitate programs that welcome and encourage faith formation from birth through fifth grade. This person will value and implement both age-specific and intergenerational opportunities. The Director will be a resource to parents and a caring, trustworthy presence in children's lives. They will pray regularly for the children and their families.

**Accountability:** The Director of Children's Ministry reports directly to the Senior Pastor/Head of Staff and is accountable to the Session of Shandon Presbyterian Church through the Personnel Ministry.

This position is part time, averaging 15 hours per week, at an annual salary of \$19,500. The work week, which is flexible depending upon ministry needs, includes Wednesday evenings and Sunday mornings. In the rare circumstance that more than 15 hours per week may be necessary, a request may be submitted in advance for approval of additional compensation.

1. Children's Education

- A. Recruit, train, and support Sunday School teachers for ages two years through fifth grade, ensuring they have access to curriculum and other supplies as needed.
- B. Coordinate and lead (or recruit leaders for) Worship Readiness, a 6-8 week series for first graders teaching about active worship participation.
- C. Prepare and lead (or recruit leaders for) Bible study for first through fifth grades, currently divided into two groups by age, for Wednesday evening programming.

2. Family Discipleship

- A. At least seasonally (Advent and Lent), provide materials families can use to continue faith formation at home.
- B. At least quarterly, work with the Associate Pastor for Discipleship to coordinate family-friendly service opportunities.
- C. Provide informal opportunities for parents to fellowship and support one another during children's programming.

3. Worship

- A. Be present and visible attending worship each week.
- B. Participate in worship leadership at the invitation of the Senior Pastor.
- C. Work with the Senior Pastor to coordinate children's worship leadership, including the Christmas Eve family service.

- D. Resource the Children's Ministry Team committee to prepare and upkeep Children's Worship Bags, available for use during worship services.
4. Special Programming
    - A. In coordination with the Children's Ministry Team, coordinate special events. Examples of annual events currently include: Easter Egg Hunt, Treats on the Street, Advent Workshop. Examples of occasional events include: Movie Night, Bicycles and Popsicles, etc.
    - B. Lead a team of church members and staff in planning and implementing a week-long, Intergenerational Vacation Bible School during the summer.
  5. Child Care
    - A. Identify volunteer child care providers to supplement paid providers during worship, if needed (if numbers require it).
    - B. Confirm childcare needs outside of Sunday mornings with the Childcare Coordinator.
  6. Communicate church-wide communication needs to the Director of Music & Media.
  7. Maintain and oversee regular communication specific to children and parents/guardians.
  8. Attend monthly meetings of the Children's Ministry Committee.

**To apply:**

Submit a letter of intent, resumé, and references to:  
Susan Steedman, chair, Director of Children's Ministry Search Committee  
[shandonpersonnel@gmail.com](mailto:shandonpersonnel@gmail.com)

**Application deadline:**

May 31, 2022