

CHRIST PRESBYTERIAN CHURCH
Canton, Ohio

JOB DESCRIPTION

TITLE: Director of Children's & Family Ministries

REPORTS TO: Pastors

SUPERVISES: Lay Volunteers, Children's Ministry team members, Director of Youth and Family Ministries

POSITION SUMMARY: To lead children and young adult discipleship programs designed to develop young Christian who appreciate and engage Christ's call to discipleship, and desire to live and work for The Kingdom of God. To provide faith development and support to families of the church and in the broader community.

EDUCATIONAL A Bachelor's degree from an accredited college or university preferred.

REQUIREMENTS: Study emphasis on Christian Education teaching, counseling, psychology and/or theology is strongly preferred. Must be a professing Christian and have an understanding of, or a willingness to learn, Presbyterian/ Reformed theology.

EXPERIENCE AND SPECIAL SKILLS:

1. Prior experience working with children, young adults and families is preferred.
2. Understands and is willing to be part of a team approach to ministry in our congregation.
3. Is guided and nurtured by Holy Scripture and a Reformed understanding of faith.
4. Relates and interacts well with children, youth and adults.
5. Demonstrates good oral and written communication skills.
6. Maintains good organizational skills.
7. Able to effectively recruit and supervise Lay volunteers.
8. Skillful in leading Worship with children.
9. Skillful in selecting and utilizing curriculum for children, teaching and leading Sunday School.
10. Is a self-motivator and works well independently.

DUTIES:

1. In all things, to encourage all members of the church to:
 - Respond to God's grace through worship and praise
 - Respond to God's grace by allowing God to change them into the likeness of Jesus Christ
 - Respond to God's grace by allowing God to show his love through them to others.Leads a ministry for children and young adults. Emphasis should be on the development of a life that reflects the likeness of Christ, values the life of fellowship and worship, and serves Christ in all walks of life.
2. Organizes and resources the Sunday School programs including children church and programs for young adults.
 - a. Organizes and resources the church nursery program.
 - b. Provides additional activities beyond Sunday morning for children, young adults and families that encourage faith formation and fellowship in partnership with the Director of Youth and Family Ministries.
 - c. Considers the safety of children, staff, and volunteers by using resources

- including, but not limited to, parental registration fLanorms, background checks, safety procedures, the Safe Conduct Policy, and incident reports.
- d. Maintains the children's library.
 3. Works with CPC staff and members of the congregation to create an integrated program of faith formation, discipleship, and worship.
 - a. Attends staff meetings designed to stimulate creative program development.
 - b. Develops a Youth Ministry team to assist in all areas of children's ministry.
 - c. Recruits and trains volunteers to serve as teachers and fellowship leaders.
 - d. Coordinates, as possible, CPC children's ministry with the ministry of Camp Wakonda.
 - e. Builds the Children's Ministry in conjunction with the Director of Youth Ministry, actively looking for ways to grow children in faith and prepare them to become youth, and eventually, adults who live out their faith.
 4. Develops relationships through personal contact with children and their families, and attends children's events in their schools and communities.
 5. Reaches out to support children in the broader community, e.g., TIQVAH, YMCA, Camp Wakonda, etc.
 6. Serves collaboratively with staff and other church ministries.
 7. Assists in worship as requested, conducts the children's sermon, and supplies worship resources to provide for increased children's involvement in the service.
 8. Attends staff meetings, gatherings, and retreats, as requested.
 9. Participates in activities, practices, and Continuing Education events, workshops, seminars, etc., which provide opportunities for self-growth.
 10. Performs any other appropriate duties as assigned by the Pastors. This position description is not intended to be all-inclusive.

SUPERVISION AND EVALUATION:

1. Works under the supervision of the Pastors, who will evaluate performance annually with input and observations/recommendations from the Christian Education Ministry, Camp Ministries, and Personnel Ministry.
2. Works collaboratively with all members of the staff and congregation.
3. Understands that they will be encouraged toward continued growth in Christian faith and discipleship.
4. Accepts constructive criticism and is open and receptive to suggestions and ideas.
5. Makes use of supervisory suggestions and incorporates them into job performance where appropriate.
6. Sets goals which are appropriate to their duties and level of responsibility and are in line with the overall goals of the church. Goals should be S.M.A.R.T.

CONDITIONS OF EMPLOYMENT:

1. This is a salaried, full-time position. Regular working hours are 40 hours per week including weekends, and hours may be flexed during the work week.
2. Observes all policies and regulations as stated in the Employee Handbook.

Approved by Personnel Ministry: