



Longview Evangelical Presbyterian Church Job Description

JOB TITLE: Director of Children's Ministry

REPORTS TO: Pastor

STAFF CLASSIFICATION: Full Time

*"We are a faith family walking together to know Christ and to make him known by engaging in dynamic worship, pursuing spiritual wisdom, investing in deep relationships and affecting social renewal."
-Church Identity Statement*

JOB SUMMARY

The Director of Children's Ministry (Director) will be an experienced leader who loves Jesus and children and is passionate about guiding kids to worship the living God with the body of Christ. He/she will be responsible for leading an enriching children's program for ages birth through fifth grade and developing a nurturing environment for welcoming new families to faith in Christ.

AREA OF RESPONSIBILITY

The Director will align the vision, culture and strategies for the children's ministry and ensure its execution in accordance with the identity language of Longview EPC and in collaboration with the leadership of the church. This will primarily occur through provision of engaging programming for children, enlisting and equipping volunteer leaders and interns, and serving as a member of the leadership team of Longview EPC.

ESSENTIAL JOB FUNCTIONS

*"Partnering with families to encourage our children to know Christ and to make Him known."
-Children's Ministry Vision Statement*

Equipping

- Gather, equip and regularly train/coach volunteers to serve within the children's ministry
- Provide guidance and support to the Children's Ministry Committee in assisting them in their partnering work

Programming

- Envision, plan and execute quality programming in children's Sunday School, Nursery, midweek Kidmin, VBS and other special events that foster deepening relationships with God, our faith family and our community
- Serve on the teaching team in classrooms and in the children's lesson rotation for worship services
- Organize and facilitate weekly/bi-weekly activities for fellowship and service during the summer
- Attend some games, concerts and recitals for our children
- Organize and facilitate a Mom's ministry (i.e. MOPS or Mom-to-Mom Bible Study) as well as a weekly playgroup
- Partner with Ministry staff to organize and coordinate VBS, Music Camp, Productions, special events and worship opportunities
- Propose curriculum for approval by the Session

Administration

- Implement children's registration, classroom management and security policies/practices

- Plan weekday and Sunday nursery services which may include paid as well as volunteer personnel
- Work together with other ministries and staff. This includes, but is not limited to, weekly church staff meetings, staff lunches and activities, training events and scheduled staff/Session/Deacon committee dinners and retreats.
- Communicate to families and the congregation through the church newsletter, bulletin, website and other avenues
- Develop and implement a children's ministry budget with the Children's Ministry Committee
- Connect with and network with other children's directors in Longview

JOB SPECIFICATIONS

Bachelor's degree

Minimum of 3 years ministry experience desired

Strong communication and administrative skills

Team oriented

Takes initiative

Revised: 2/5/2020