



COMMUNITY
PRESBYTERIAN CHURCH

POSITION DESCRIPTION

Title: **Director of Children's Ministries**
Department: Children's Ministries
Classification: Full-time, exempt

SCOPE & PURPOSE

The Director of Children's Ministries is responsible for shaping, designing, leading, and implementing our church's ministry to children from birth through fifth grade in order to help kids grow into a personal, vibrant, and active faith in Jesus Christ. A key component of this role will be supporting our church's efforts to equip parents to take on a primary role in the discipleship of their children and to help build nurturing connections between kids, families, and the larger church body. Our hope is to see discipleship happening in the home and to see our church grow into a family of families.

PRIMARY RESPONSIBILITIES

- Identifying overall needs of children, parents, and families at CPC
- Leading our children's ministries into our church's vision for sharing the gospel, transforming lives, growing in compassion and generosity, and becoming intergenerationally connected as a body
- Shepherding departmental staff
- Recruiting, training, and supporting a large team of volunteers
- Partnering with other ministries of CPC to support our shared purpose
- Curriculum selection, adaptation, and development
- Managing communications with families, volunteers, and kids
- Implementing and overseeing weekly programs, including Saturday evening/Sunday morning programs and midweek children's programs for nursery and preschool ages that happen in conjunction with other church programs
- Providing direction, resources, and encouragement to parent to support the discipleship of their kids at home
- Overseeing the creation of special events for discipleship, including VBS for 400 kids, holiday celebrations for kids and families, and hands-on mission projects
- Overseeing policies and procedures for the safety and security of our kids
- Managing departmental budget, database, and website content

QUALIFICATIONS SOUGHT

- Personal, vibrant, active, and mature faith in Jesus Christ
- Love for kids and a genuine passion for seeing them grow into a relationship with Jesus Christ
- Three to five years of experience leading in Children's ministries, preferably in a church setting
- Completion of a bachelor's degree desired
- Any additional training in ministry, education, or developmental psychology is beneficial
- Understanding of developmental and spiritual needs of children from birth through 4th grade
- Passion for training, recruiting, and raising up volunteer leaders
- Balance between interpersonal and organizational skills
- Alignment with reformed, covenant theology