

Trinity Presbyterian Church
Director of Children's Ministry
Job Description
April 2019

Position Purpose: To direct a ministry that promotes the spiritual growth of our children and their families through Children's Sunday School, Children's Worship, Vacation Bible School, parenting resources and special events.

Hours: The position is envisioned to require approximately 880 hours per year—averaging to around 17 hours/week. The time for some of those hours is fairly set (e.g., covering or arranging volunteer coverage for weekly Children's Sunday School and for Vacation Bible School), others are fairly flexible (e.g., lesson planning and preparation outside of contact hours with the children).

Responsibilities:

A. Spiritual Formation:

1. Guide the development and implementation of a ministry that promotes the spiritual formation of children and their families.
2. Nurture the growth of Children's Ministry volunteers as educators and believers.
3. Continue one's own personal growth as a disciple, person in ministry, and in the context of one's own family responsibilities.

B. Leadership Development:

1. Call forth the gifts of volunteers and help them feel appreciated and valued.
2. Develop a volunteer recruitment model that assures the full staffing of these ministries.
3. Chair the Children's Ministry Committee in a manner that is strategic, inviting, and sensitive to the leading of the Holy Spirit.
4. Advise and support each of the Children's Ministry Committee members in their individual responsibilities.
5. Maintain the Trinity Standards of Conduct Policy in the screening and oversight of volunteers.

C. Administration:

1. Work with the Children's Ministry Committee to discern a long-range vision for the spiritual formation of children and families at Trinity and oversee the implementation of those goals.
2. Continually evaluate how well these spiritual formation ministries serve the needs of the children and families in our congregation.
3. Oversee the development of curriculum that corresponds to the learning needs of our children and the spiritual values of our church.
4. Prioritize the use of his or her energies and gifts so as to focus on the leadership needs of this ministry, delegating administrative responsibilities that may be shared.
5. Administer the budget of the Children's Ministry Department.

6. Supervise the paid nursery staff.

7. Keep the congregation abreast of education opportunities for their families and children.

Accountability: The position is accountable to the Pastor and to the church's Personnel Support Committee.

Professional Development and Support: The Director of Children's Ministries is encouraged to seek out opportunities for support by coordinating with the church's Director of (Adult) Spiritual Formation and Director of Student (Young Adult) Ministries, by networking with local and national children's ministry professionals, and by attending training events that provide on-going professional growth. He/she will meet regularly with Trinity's program staff team, and will be represented to Session by a designated Children's Ministry Elder.

Desired Experience:

- Either completed or pursuing a children's ministry degree (or attended children's ministry seminars)
- At least two years of volunteer or staff experience
- Experience leading Sunday School classes and other relevant Christian education children's programming
- Demonstrated skills working with children, their families, and volunteers.