



Director of Children's Ministry

Centreville Presbyterian Church is looking for a dedicated and mature follower of Jesus Christ who has a demonstrated track record of ministry leadership to serve as our Director of Children's Ministry. The successful candidate for this position first must be able to provide dynamic, visionary leadership for ministry to children ranging from birth through the fifth grade with a goal of transforming these children into committed followers of Christ. You must have a personal commitment to Jesus Christ as your Lord and Savior and be able to demonstrate that relationship through your life and testimony. You should be a high-level leader, creative, passionate about children and families, energetic, hardworking, team oriented, and able to motivate others. You must have relevant experience and a degree in a related discipline is preferred, but we may consider someone with similarly related experience and a proven record. We desire someone who is a team player with a can-do attitude. An energetic, fun, open, and friendly personality is a real plus!

NOTE: This position could be considered at 30 hour work week with a negotiated salary.

Qualifications

- A growing, personal relationship with Jesus Christ and the acceptance of and commitment to Scripture as the word of God and authoritative guidance for life
- Knowledge of the Bible
- A nurturing heart and respect for children combined with an enthusiastic desire for developing opportunities for others to grow in their relationship to Jesus Christ and the church
- A desire to reach out into the community in creative ways to bring people to Jesus
- Respect for diversity in outlook and cultural traditions
- Knowledge of church history and the Reformed tradition
- A college degree or substantial course work and experience in Christian Education (CE)

Responsibilities

Children's Ministry/Teaching

- Assess the formational faith needs of children and their parents and work with the CE Ministry to set goals and evaluate the success of our Children's Ministry using the strategic plan implemented by the CE team
- Create and implement those ministries that encourage personal commitment to Christ and promote the spiritual growth of children within the church community
 - Continue a comprehensive Sunday morning program for children (birth to fifth grade)
 - Oversee the planning and execution of educational programs other than church school, such as Fun Fridays and summer programs, e.g., VBS and Planet Adventure Days

- Implement intergenerational programs for the church at special seasons, such as Thanksgiving, Christmas, and Easter
- Plan Family Worship in conjunction with the Pastor and the Worship Planning Team
- Establish and implement a vision of future growth of CE programs consistent with the needs of the church and the community
- Oversee the planning and execution of children's educational programs other than Sunday School
- LifeGroup development and direct the group
- Children's Choir/musical group coordination

Administration of Programs

- Recommend; order; organize; and distribute curricula, resources, teaching aids, and other instructional materials for the church school and other programs
- Find appropriate curricula that supports tenets of CPC
- Promote educational programs to the congregation and community
- Recruit and supervise volunteers for Sunday mornings and other designated church activities
- Implement the Safe Child Policy by providing training to new members, staff, and volunteers and by establishing procedures that follow the policy

Leadership of Staff and Volunteers

- Exhibit excellent people and collaboration skills
- Work cooperatively with the Pastors, Director of Student Ministry, other staff, and CE Ministry
- Recruit, train, and coordinate volunteers
- Encourage, support, and counsel teachers, parents, and students
- Serve as a resource for teachers throughout the year, particularly on Sunday mornings
- Maintain communication between church leadership and volunteer staff
- Potential supervision of administrative staff

Administrative Duties

- Maintain regular posted office hours
- Attend meetings: weekly staff meetings, monthly CE Ministry meetings, quarterly calendar meetings, and Session meetings when appropriate
- Assist the CE Ministry in preparation of the annual budget and the annual report to the congregation
- Maintain accurate registration and attendance reports
- Compile church school statistical information and financial records for the Clerk of Session
- Establish and maintain the church school calendar to include all special events
- Establish and maintain the church school classrooms, including supplies and furnishings, to provide a positive learning environment
- Other duties as assigned

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