

Renewal Presbyterian Church

Children's Ministry Director

Job Description

Job Title: Children's Ministry Director

Reports To: Senior Pastor and Session

Position Status: Part-time (10-12 hours p/week); Salary of \$1500-\$2000 p/month (commensurate with experience)

Principal Function: The Children's Ministry Director is responsible for the planning, oversight, coordination and implementation of regular ministry programs for children Pre-K (4 years old) through 5th grade.

Responsibilities:

- Leading and oversight of weekly Sunday service for children (Pre-K through 5th grade).
- Teaching the weekly lesson from the curriculum for Pre-K through 1st Graders and then 2nd through 5th Graders to meet them at their developmental level.
- Recruit and supervise volunteers for the teaching of the weekly Sunday School curriculum.
- Develop training resources and materials to be used for the training and continued development of volunteers who are weekly teaching children.
- Responsible for coordinating children's programs throughout the year: Fall picnic children's activities, Christmas Presentation, Easter Egg Hunt, and Summer Fun Day or Vacation Bible School, as well as during Congregational and Family retreats.
- Refine Children's Ministry policies and procedures for parents and teachers as needed.
- Monthly communication with the Senior Pastor regarding the state of the ministry and any particular needs which may exist.

Requirements:

- Applicants should subscribe to reformed theology and, more importantly, must demonstrate a vibrant, personal, and practical understanding of the Gospel.
- Applicants must show strong interpersonal, leadership, organizational, administrative and communication skills.
- Applicants must pass all relevant background checks.