

# KEN MAWR UNITED PRESBYTERIAN CHURCH

## POSITION DESCRIPTION

### DIRECTOR OF CHILDREN'S MINISTRY

( ) Full-time    ( **X** ) Part-time    ( ) Temporary    ( **X** ) Salaried    ( ) Hourly

#### PRIMARY RESPONSIBILITY:

To plan, implement and coordinate a ministry of Christian education and nurture that will enable children, birth through high school, to experience and grow in the grace and love of the Lord Jesus Christ.

#### QUALIFICATIONS:

1. College degree or equivalent experience in ministry with children.
2. Demonstrated commitment to following Jesus Christ, as well as keeping a personal devotional life.
3. Passion and vision for children's ministries; demonstrated rapport with children from nursery age through high school students.
4. Ability to recruit, train and motivate volunteers to be involved in children's and youth ministry.
5. Well-developed teaching gifts, including experience with children in a Christian context.
6. Excellent administrative, interpersonal, organizational and communication skills.
7. Self motivated and dedicated; function well as a team player.
8. Able to clearly detail goals, objectives and budgetary requests.
9. Computer skills necessary for creating Word documents, Power Point, writing and sending email communications, and making church website postings.
10. PA Act 33 and 34 Child Abuse History clearances required.
11. Expectation that Director be a regular attendee in worship at KMUPC.

#### PRIMARY DUTIES:

1. Lead and oversee all children's ministries (including but not limited to Sunday School, Children's Church, JAM, Vacation Bible School) and serve as staff resource person to the Christian Education ministry team.
2. Recruit, interview, select, and train teachers, helpers, volunteers, substitutes for doing children's and youth ministry; also provide support, direction, advice and encouragement.
3. Coordinate volunteers, curriculum and special events.
4. Assist in developing discipline procedures.
5. Make purchasing decisions and provide supplies for all children's programs.
6. Help establish annual program goals and annual budget requests.
7. Perform administrative duties including: newsletter articles, annual report, bulletin announcements, bulletin boards, web-site postings, communication with staff and parents, keeping updated records of registered children and youth.
8. Develop and implement new programs, study groups and events for children and youth.

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**AUXILIARY DUTIES:**

1. Attend weekly staff meetings and monthly Christian Education team meetings, and when invited, Session meetings.
2. Coordinate ministry activity and program scheduling with other staff members and their respective program areas of responsibility, e.g. music, worship, youth, mission, etc.
3. Coordinate meeting schedules and other building use with the Administrative Assistant.
4. Attend relevant seminars and conferences for education and professional development.

**TIME REQUIRED: (For Salaried Part-time Positions)**

An average 28 hours per week, based on 52 weeks, or the equivalent thereof, per year. A regular schedule of office hours shall be established, subject to the approval of the Pastor. Planned absences from the regular schedule shall be approved by the Pastor in advance.

**REPORTING RESPONSIBILITY:**

- Directly to the Pastor of Ken Mawr United Presbyterian Church.
- Accountable to the Session of KMUPC through the Personnel Committee.

December 2018