

**Director of Children and Family Ministry
Westminster Presbyterian Church**

Position summary:

The person in this position will develop and direct all aspects of Westminster's Children and Family Ministry, in consultation with the Children and Family Commission and other staff; manages all Children and Family Ministry services: Sunday school, Infant/Toddler Program, Jesus and Me (J.A.M.) Youth Group, Sacrament Classes, Vacation Bible School, Family Life Events and church seasonal events.

Reports to: Louise Rogers, Associate Pastor of Congregational Care and Education

Hours: Three-quarter time

FLSA Classification: Exempt, Salaried

Supervisory Responsibility: Assistant Director of Children's Ministries, Administrative Assistant and Nursery Staff

Major Duties and Responsibilities:

1. General oversight of Sunday School activities in conjunction with Assistant Director of Children's Ministries including:
 - a. Evaluate, select and order the curriculum,
 - b. Recruit, train and oversee teachers for ages Pre-K through 6th grade,
 - c. Assist teachers with weekly preparation,
 - d. Schedule and oversee staff for Sunday Nursery (3 months through 3 years old);
2. Supervise nursery staff and volunteers in church's nursery care including Sunday morning and special events;
3. Plan, organize and oversee all activities related to J.A.M. (Westminster's youth group for 5th/6th graders);
4. Plan, organize and oversee all activities for VBS - Barefoot School in coordination with volunteers (Westminster's summer Vacation Bible School):
 - a. Evaluate, select and order the curriculum and all necessary supplies,
 - b. Recruit, train, schedule and oversee all Barefoot School volunteers,
 - c. Manage publicity, registration, crew/crew leader assignments, logistics, set-up/teardown, decorating and BFS luncheon arrangements;
5. Develop a personal relationship with families and actively identify and reach out to children and families not already involved in church activities;

6. Continually lead and assess the effectiveness of Children and Family Ministry programs. Provide recommendations for improvement to the Associate Pastor of Congregation Care and Education;
7. Lead all meetings of the Children and Family Commission and prepare newsletter articles, Children's Moments in worship and correspondence as necessary;
8. Participate as an active and collegial member of the church staff;
9. Other related activities as assigned by the Associate Pastor of Congregational Care and Education.

Qualifications Required:

1. Bachelor's degree in education or related field. Educational background in Christian ministries, biblical studies or youth development and behavior a plus;
2. Some level of experience working with students and/or families in a Christian ministry setting exhibiting growth in the Christian faith;
3. Strong organizational and time management skills to develop and manage a dynamic Children and Family Ministry;
4. Self-motivated and driven to continually improve and grow the Children and Family Ministry program along with good communication and interpersonal skills with students, parents, volunteers and church staff;
5. Ability to adapt to flexible work hours including some weekend and evening hours.

Resumes can be sent to Reverend Louise Rogers: rogers@westminster-church.org or
Westminster Presbyterian Church 2040 Washington Road Pittsburgh, PA 15241 Attn. Rev Louise
Rogers