

SIERRA VISTA PRESBYTERIAN CHURCH
POSITION DESCRIPTION
DIRECTOR OF CHILDREN'S MINISTRY

I.PURPOSE: To plan, organize, and lead a ministry that provides opportunities for age-appropriate discipleship, worship, and fellowship for children from birth to grade five. Creatively build children into the life of the church through programs and worship services.

II.APPOINTMENT AND SUPERVISION:

- A. This position is appointed by the Session upon the recommendation of the Personnel Team in consultation with the Senior Pastor.
- B. For administration of compensation and benefits, this position is a part time employee.
- C. This position is supervised by the Senior Pastor and will work cooperatively with the Children's Ministry Team.
- D. Evaluation: The Personnel team will review performance and compensation.

III.QUALIFICATIONS:

- E. A strong personal faith in Jesus Christ.
- F. Agree to ECO's statement of faith. (eco-pres.org)
- G. A desire to transmit and model the love of Jesus Christ to children and families.
- H. Ability to engage children utilizing age-appropriate creative methods.
- I. A four-year degree preferred, and/or experience in directing educational programs and teaching.

IV.RESPONSIBILITIES:

- J. Develop and direct programs and activities leading to spiritual formation and faith development for children in line with the church's mission & purpose.
 - 1. Recruitment, oversight, training, and nurture of volunteer leadership.
 - 2. Coordinates children for worship services, special services, and events, (such as Summer VBS, Christmas and Easter Programs.)
 - 3. Oversight of curriculum selection and implementation.
 - 4. Planning and implementation of occasional trips and/or special activities for children.
 - 5. Promote, support, and recruit campers and counselors for Christian camping programs.
 - 6. All other duties as assigned.
- K. Be responsible for administration of children's program.
 - 1. Work to ensure the safety of children in the Children's Ministry Program by following the church legal requirements & policies.
 - 2. Oversight and development of the Children's Ministry budget.
 - 3. Maintain organization of Promised Land Building and all Children's Ministry resources.
 - 4. Participate in staff meetings for planning and implementation of church activities related to children and family ministry.
 - 5. Chair the Children's Ministry Team and submit to Session a monthly written report of commission actions.
- L. Engage and evangelize children and families within the church and our community.
 - 1. Maintain and update a current master file of name, addresses, and birth dates of all children.
 - 2. Regularly communicate with parents, and the church about the activities, ministries and needs of the Children's Ministry.
 - 3. Participates in the life and worship of the congregation.
 - 4. Gives or coordinates weekly Children's Sermon during worship service.