

Director of Children's Ministry Position Description

PURPOSE: To serve the church by developing, leading, and supporting programs that contribute to the wellbeing of children while working within the spirit of the Church's vision statement.

ACCOUNTABILITY: The Director of Children's Ministry shall be directly responsible to the Associate Pastor for Youth and Young Adults and to the Staff Committee. The Associate Pastor will review the performance of the Director of Children's Ministry in accordance with procedures established by the Staff Committee.

PRIMARY DUTIES AND RESPONSIBILITIES: The Director of Children's Ministry will work with church staff, the Children's Ministry Team, and the Discipleship Council to perform the following duties:

1. Direct ministry for children (birth to 6th grade) in coordination with the Children's Ministry Team, placing a high priority on increasing participation, developing lay leadership, and nurturing relationships with children and families.
2. Oversee the development of educational curricula that fits the Church's programs and is theologically sound and developmentally appropriate.
3. Recruit and train lay leadership for Children's Ministry programs and the Children's Ministry Team.
4. Coordinate with other staff concerning the ways all ministries affect the lives of children and families, serving as an advocate for children.
5. Oversee Parents' Day Out, Springhill Day Camp, and PHPC childcare, including the supervision of the staff.
6. Coordinate shared space and weekly chapel services with Preston Hollow Presbyterian School.
7. Manage budget and communications matters involving Children's Ministry.
8. Support the Director of Junior High Ministry's fellowship programs for 5th and 6th grades.
9. Attend continuing education events for Children's Ministry.
10. Maintain office hours in consultation with the Associate Pastor for Discipleship. Attend and participate in all required trainings and meetings.
11. Serve the larger church through Grace Presbytery, Synod of the Sun, and the PC(USA).
12. Execute other appropriate requests made by the Associate Pastor.

The above noted position description is not intended to describe in detail the multitude of tasks that are assigned, but rather to give the individual a general sense of the responsibilities and expectations of this position. Essential functions will change as the nature of business demands change.

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Skills, Knowledge, and Abilities:

- **Serves the Goals of the Church:** Works to accomplish the overall goals of the church within the scope of my position.
- **Communication/Hospitality:** Communicates effectively and professionally (both verbally and written) with all members, guests, and staff. /Generates a sense of hospitality by his/her very presence; communicates a sense of availability, warmth, openness and approachability.
- **Interpersonal Skills:** Establishes good working relationships; works well with people at all levels; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.
- **Volunteer Management:** Provides direction, gains commitment, facilitates change, engages people in their areas of giftedness and passion.
- **Leadership Development:** Encourages others to discover and engage their giftedness and skills in service; calls out the best in others; thinks strategically about the continual need for a next generation of leaders and works to build the leadership base.
- **Spiritual Formation/Discipleship:** Demonstrates an understanding of spiritual formation/discipleship; teaches a variety of spiritual practices to lead others in deepening and developing spirituality; creates teaching and small group environments that promote discipleship.
- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.
- **Technical Proficiency:** Microsoft Office Suite of software and the ability to create electronic visual displays.
- **Bachelor's degree**

Required Schedule: Work week is normally Sunday and four other weekdays with some evening meetings and occasional Saturdays.