

St. Andrew's Presbyterian Church

Position Description

Position:	Director of Children's Discipleship Ministry
Organization:	Accountable to Associate Pastor of Church Life and Family Ministries
FLSA Status:	Exempt – Salaried
Revision:	December, 1, 2019

Directs and supervises programs for children and families offered by St. Andrew's Presbyterian Church with an emphasis on direct/hands-on responsibility for programs related to Christian education and spiritual growth for children and their families. The Director of Children's Discipleship Ministry's main objective is bringing children to Christ. This position works with and is accountable to the Associate Pastor of Church Life and Family Ministries. This position requires approximately 40 hours per week. Weekday office time is required to complete job requirements and supervision of staff. The director's presence is required on Sunday mornings, at Children's Discipleship Ministry meetings, at Church Staff meetings, and special events.

Position Responsibilities:

- A. Plans, implements, and directs the Children's Sunday School Program:
 1. Reviews and recommending curriculum to Children's Discipleship Ministry Committee.
 2. Recruits, selects, screens, and maintains a volunteer staff to teach Sunday School year 'round, including finding substitutes.
 3. Supervises and mentors Sunday School staff and other volunteers.
 4. Prepares and maintains the facilities, equipment, and supplies used for Children's Sunday School.
 5. Purchases and distributes all curriculum and supplies needed for instruction.
 6. Supervises the Sunday School Ministry as it happens on Sunday mornings.
 7. Provides in-service training and professional teaching advice to volunteer teachers.
- B. Plans, implements, and directs the Vacation Bible School ministry each summer.
- C. Plans, implements, and directs children's worship services.
- D. Co-supervises (with the Director of Music Ministry) and facilitates the Children's Choir programs.
- E. Plans and leads monthly meetings of the 4th and 5th grader's fellowship group, Holy Mollies.
- F. Personally conveys God's love through interactions with the children, families, congregants, volunteers, and staff; being an evangelist by continually inviting new families to church; and serving the Lord and His congregation with enthusiasm.
- G. Creates an overall warm, loving, and appealing Christian environment for children and families to experience God's love through prayer, action, and discipleship.
- H. Plans, implements, and directs special church events for children and families throughout the year including, Christmas and Easter programs,
- I. Gives the Children's Message during worship service on Sundays, recruiting a volunteer to give the message when he/she is unavailable.
- J. Directly supervises and evaluates the following paid staff: the Assistant Director of Children's Discipleship Ministry, and the Childcare Supervisor, Co-leads, with the Preschool Director, the Preschool & Kindergarten Chapel services.

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- K. Member and advisor to the Children's Discipleship Ministry Committee.
- L. Writes, creates, and distributes communications as needed in a format that is appropriate to the purpose of the communication.
- M. Attends conferences and workshops for professional development.
- N. Plans and leads the Spiritual Milestone Ministry for children and families.
- O. Plans and leads the team to run the Super Friends –special needs/inclusion ministry.

Preferred Qualifications

- A. A personal faith in and love of Jesus Christ and a commitment to His teachings and will.
- B. An appreciation and sensitivity to the Reformed Christian (Presbyterian) tradition, and acceptance of the Vision, Mission, and Statements of Faith of St. Andrew's Presbyterian Church.
- C. Bachelor's Degree (Preferred in Early Childhood Education, Child Development, Special Education, Elementary Education, Human Services, or similar degree program).
- D. At least two years of experience in Children's Ministry position.

Note: This job description is not meant to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.