

Position Description
Director of Children's Ministries
March 2020

Part-time, Exempt Position – 27 hours per week

Reports to: Pastor, Head of Staff

1) Staff Leadership

- a) Provides leadership for equipping the whole church to fulfill its baptismal vows to teach children about Jesus Christ.
- b) Staffs and resources a Children's Ministry Team (CMT), toward ongoing innovation and program evaluation for children's ministry at PCOL

2) Christian Education

- a) Responsible for planning, implementation, and oversight of Nursery through Grade 5 Sunday School, including the coordination of the Christmas Pageant, arranging for Sunday morning child care volunteers to assist the PCOL childcare provider, and the planning of the children's stewardship program
- b) Also responsible for planning, implementation, and oversight of the Logos Program, Vacation Bible School (when applicable), and Summer Fun Nights.

(1) The Sunday School, Vacation Bible School, Summer Fun Nights and Logos Program responsibilities include:

- (a) Recruiting and training of teachers
 - (b) Weekly oversight of program details
 - (c) Evaluation and selection of appropriate curriculum
 - (d) Organization of and communication with volunteers
 - (e) Keeping current on the most recent developments in Christian Education
- c) Staff Liaison and Resource Person to Nursery Caregiver and the Children's Ministries Team
 - d) Evaluate current Sunday School curriculum, create vision for programming
 - e) Coordinate distribution of Bibles to 2nd graders

- 3) Worship
 - a) Responsible for planning and overseeing the regular Children's Chapel worship Services and the Children's Sabbath Services, and the Logos Advent and Closing Worship Services.
 - (1) Includes meeting with Director of Music to incorporate music into these worship experiences.
 - b) Responsible for planning of Sunday Children's Message participants.
 - c) Gather info for new families and prepare children to participate in baptism and present signed card and gift of wooden cross

- 4) Mission and Outreach
 - a) Coordinates community mission projects for children
 - b) Organize and staff community outreach table at community events
 - c) Nurture connection with LPP through visits to preschool, including story time with preschool once or twice a month
 - d) Participate in Martin Luther King, Jr. Day community service project and coordinate children's participation

- 5) Administration
 - a) Oversees the office work of the children's Christian Education programs, including correspondence, financial oversight of the appropriate budget items, publicity, classroom bulletin boards, and church newsletter articles
 - b) Supervises seminary student on a weekly basis
 - c) Attends weekly staff meetings and staff retreats
 - d) Meet individually with LPP director and youth director on a weekly basis to create and coordinate events between Children's Ministries and the LPP, and between the children and the youth.
 - e) Oversee Camp Johnsonburg Scholarship application form and award