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**Job Title: Director of Children’s Ministries**

**Reports To: Head of Staff and Children’s Ministry Elder of Madison Presbyterian Church**

**Prepared By: Personnel Committee**

**Revision Date: January 7, 2024**

**Summary**

The position is responsible for developing and leading the church’s children’s ministry programs. These programs, in alignment with the Church’s Mission, Vision, and Values, will incorporate fellowship, discipleship, education, worship, and outreach directed to the church’s community of children and the church membership. The Director shall be well trained. This position requires planning and administrative skills necessary to perform their duties, as well as the interpersonal skills for working with children and their families within the church and community. This is a part-time position.

**Essential Duties and Responsibilities**

This position will provide leadership to the Children’s Ministry with regard to planning and executing children’s programming. Listed below are duties related to the areas stated above.

1. Plans and leads all children’s programming, including but not limited to:
   1. Children’s Sunday School
   2. Children’s Church
   3. Children’s Wednesday Night Programming – “Jesus and Me” or “JAM”
   4. Vacation Bible School
   5. Children’s Special Events (Easter Egg Hunt, Church Picnic, Christmas Pageant, etc.)
2. Communicates directly with parents regarding all children’s programming.
3. Consults with Head of Staff regularly regarding children’s lessons to align with the messages of services.
4. Communicates with Church Administrator regularly regarding necessary items for the bulletin.
5. Arranges for a volunteer substitute when not able to be present.
6. Attends all Children’s Ministry Meetings.
7. Performs other duties as assigned.

**Anticipated Hours**

Weekly Hours Actively Leading Programming:

* Wednesdays 4:45 p.m. – 7:15 p.m. (2.5 hours)
* Sundays 9:30 a.m. – 12:15 p.m. (2.75 hours)

Weekly Planning & Communication Hours:

* 5 – 7 flexible hours per week spent on-site during the church’s regular business hours

Monthly Meeting Hours:

* Attend all Children’s Ministry Meetings
* Attend Session Meetings to provide reports (as requested)

Anticipated Total Weekly Hours:

* 10 – 12 hours/week

(Extra hours may be required in weeks with special children’s events.)

**Requirements and Qualifications**

1. Three to five years of experience as a Children’s Ministry Leader
2. Formal education in Children’s Ministries preferred
3. Successful completion of a Criminal Background Check

**Behavioral Expectations**

1. Communication Skills: Effective oral and written communication; excellent skills in classroom management and communications with children; expresses self in a clear, concise manner; listens without interruption and follows up on matters as requested; uses good judgment while maintaining confidentiality regarding decision making and sharing information.
2. Interaction Skills: Works and interacts with others in a cooperative and positive manner; treats all children with courtesy, dignity and respect.
3. Teamwork: Promotes achievement of group goals; supports group decisions through individual action.
4. Attendance and Punctuality: Maintains an acceptable level of attendance; is timely when meeting people, groups, or committees; provides proper notice for absences.
5. Health and Safety: Promotes a safe and healthy work environment. Complies with church’s safety plan.
6. Planning and Organizing: Plans properly for programming. Comes prepared to all children’s events.
7. Fiscal Responsibilities: Demonstrates sound fiscal management; controls waste and expense; performs and maintains budget accordingly.
8. Decision Making: Identifies and understands issues and problems; chooses a course of action or develops a recommendation; escalates issues with a plan of action to the Head of Staff or the Children’s Ministry Elder.
9. Innovation: Generates innovative ideas.
10. Stress Tolerance: Maintains a stable performance under pressure or opposition; handles stress in ways that maintain relationships.
11. Moral and Ethical Behavior: Exhibits moral and ethical behavior consistent with Christian standards.

**Work Environment**

1. Work is generally performed in Sunday School rooms, the church sanctuary, or the church fellowship hall. These areas have a moderate level of noise.
2. While performing the duties of this position, the employee is regularly required to talk or hear.
3. The employee is frequently required to sit, stand and crouch in the performance of this position. At times, the employee may be required to lift a child of up to 50 pounds.

**Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**Received and accepted by:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_**