

Windham Presbyterian Church (WPC)
Ministry Description
Children's Ministry (CM) Director

Are you a children's ministry leader thinking about a new opportunity?

We are a strong church looking for a proven children ministry leader to revitalize and build this critical role within our congregation.

Core responsibilities include:

- Revitalize Program: Build a successful children's ministry program discipling children from birth to 5th grade
- Increase Volunteers: Increase volunteer support for children's ministry through proven strategies
- Manage Program: Coordinate with leadership team and manage day-to-day activities of program

REPORTS TO: The Pastor as Head-of-Staff, the Elder for Children's Ministry, and the WPC Session. Together they will evaluate the CM Director's professional effectiveness and accomplishments of work objectives annually.

RESPONSIBILITIES:

- Develop and lead a weekly children's ministry program that results in the on-going spiritual formation of our children (birth thru 5th grade).
- Foster an environment of well-being for all children in attendance (physically, emotionally, spiritually, and relationally), while implementing the WPC Child and Youth Abuse Protection Program for all CM volunteers.
- Increase the number of CM volunteers and teachers by calling them into the ministry.
- Provide continuous communication, quarterly training, as well as annual commissioning and recognition.
- Plan, implement, and evaluate Vacation Bible School, including but not limited to: evaluating starter kits with CM Team, developing timelines and procedures for promoting VBS in WPC and the community; calling, organizing, and training volunteers, securing resources and supplies, etc.
- In coordination with the CM Team: evaluate curriculum; seek new and expanded children's education opportunities; "call" and train leaders as necessary; develop and access the CM budget; oversee CM supplies; organize children's participation in worship; plan and lead special events as necessary.
- Coordinate with other ministry teams collaboratively as opportunities arise.
- Attend weekly staff meetings, Session meetings upon request, and CM Team meetings.

QUALIFICATIONS:

- A maturing disciple of Jesus Christ who regularly practices spiritual disciplines, and has a solid knowledge of the Bible.
- Proven experience working with children in large and small group contexts.

- Proven experience in understanding child development and behavior, learning styles, teaching techniques, classroom management, preparing and implementing curricula, and planning events.
- Proven organizational skills with attention to detail and volunteer management.
- Proven ability to “call,” nurture, train, and build teams of volunteers to accomplish goals.
- A creative and flexible approach which can inspire volunteers.
- Ability to communicate both verbally and in written form.
- Ability to manage and complete work without a supervisor present, manage multiple details, and meet deadlines.
- Successful completion of a background check.

EDUCATION:

- Bachelor’s Degree, preferably in Christian Education or Education with experience in Christian Education.

If interested, please send a resume with a cover letter to: childrensdirectorsearch@gmail.com