

Ft. Calhoun Presbyterian Church Part-time Director of Children's Ministry

Principal Function: Provide leadership in the children's programs that seek to reach children and their families for Christ.

Organizational Relationship: Reports to the Pastor

Hours per week: 20 hours

Responsibilities:

1. Coordinate and unify the education activities of the church into an integrated and effective ministry of helping make Christian disciples.
2. Recruit, lead, motivate and train lay people to be effective in ministry of children.
3. Serve as ex-officio member of the Education Ministry Team. (voice but no vote)
4. Develop and implement curricula for preschool through elementary school levels. Such as:
 - a) Wednesday evening program.
 - b) Children's Church (*Worship for children pre-K – 2nd grades during Sunday worship services*)
 - c) Quarterly family nights
 - d) Christmas Program
5. Participate in Presbytery's education support group if schedule allows.
6. Be the Lead Coordinator of Vacation Bible School from the church. Our church has a long history of working with our neighboring churches to produce a highly successful Bible school.
7. Keep abreast of trends in Christian Education including participation in Children's Ministry conferences, seminar and/or workshops
8. Organize supplies and purchase as necessary within budget and with coordination of other church staff.
9. Communicate with families and children about programs, follow up with families that have not attended for awhile and reach out to new families.
10. Other Duties as assigned.

Qualifications:

1. Have a clear commitment to Christ that is evident in his/her life and relationships
2. Previous experience in Christian education or Christian Education Degree preferable
3. A creative, adaptable, organized team player with a passion for children and a desire to help them grow spiritually.
4. Evidence of maturity, interpersonal, and leadership skills.
5. Be able to pass a background and drug check.
6. Ability to communicate professionally and effectively to all.

Evaluation:

Performance review will be conducted semi-annually (2 times per year) by the pastor, the session personnel section of the Administration Team, and a representative of the Education Ministry Team. The session Personnel section of the Administration Team will review annually the adequacy of the compensation