

*Interested and qualified candidates: Please email resume to npcdcm@yahoo.com*

**THE NATIONAL PRESBYTERIAN CHURCH  
DIRECTOR OF CHILDREN'S MINISTRIES**

**POSITION DESCRIPTION**

The position of Director of Children's Ministries (DCM) is a full-time position on the Program Staff of the National Presbyterian Church (NPC or the Church) and is exempt under the Fair Labor Standards Act. The DCM works under the specific supervision of the Associate Pastor for Christian Formation and Discipleship. In accordance with NPC's mission and strategic plan, the DCM defines and fully develops the vision for children's ministries. The DCM implements the vision for the ministry by managing and coordinating all programs for children from birth through 5<sup>th</sup> grade. The DCM relates to other Pastors and Directors, the Administrative Assistant for Christian Formation and Discipleship, and the Board of Trustees and Staff of the National Presbyterian School.

**I. MAJOR DUTIES AND RESPONSIBILITIES**

A. Oversee and coordinate all children's programs of the Church (currently including: Sunday morning children's programs, nursery, Vacation Bible School, children's programs for the annual all-Church retreat, and Lenten and Advent programs for children).

1. Develop and support teams to lead Children's Ministry programs; recruit, screen, select, and train volunteers to accomplish program goals.
2. Implement the Church's child protection policies and procedures.
3. Coordinate the evaluation and selection of curriculum and other teaching resources.
4. Serve as the primary staff contact for children at NPC, defining for them by example and personal connection the meaning of our faith and assuring them of NPC's interest in their lives.
5. Plan the use of NPC facilities and equipment to assure coordination with other Church activities and cost-effective ministry programs.

B. Work closely with the Session Elder of Children's Ministry and the Children's Council to develop, implement and evaluate yearly goals in accordance with NPC's mission statement and strategic plan.

1. In consultation with the Elder for Children's Ministry, develop and manage a yearly budget for the children's program.
2. Ensure regular communication about programs for children and families through bulletins, *National XPress*, newsletters, and the Church website.

C. Promote and sustain effective working relationships with Church staff and volunteers.

1. Supervise staff and volunteers participating in Children's Ministry.
2. Work with the staff for Youth and Adult Ministries to provide family ministry programs.

3. Work with the Music Ministry staff to ensure smooth coordination of children's music with the Children's Ministry programs.
- D. Nurture the NPC congregation in its understanding of children.
1. Involve children in the worship life of the church.
  2. Assist parents in their role as their children's primary Christian educators.
  3. Educate the congregation about the place for children within the total life of the church; encourage congregational participation in the lives of NPC's children.
  4. Follow up with families/children who visit NPC.
- E. Serve as a liaison with the National Presbyterian School and nurture the relationship between the Church and School.
- F. Attend staff meetings, retreats, and Nurture Team and Children's Council meetings.

## **II. QUALIFICATIONS**

- A. A mature, personal relationship with Jesus Christ, showing continuing spiritual growth, moral and emotional strength, and obedience to Biblical principles.
- B. Commitment to serving Jesus Christ through ministry to children and their families, based on love for His Church, particularly for children.
- C. Ability to communicate personal faith in Jesus Christ to children and others.
- D. Ability to subscribe and adhere to the Church's *Biblical Standards for Christian Leaders*.
- E. M. Div. or M. A. in Christian Education from an accredited seminary or divinity school.
- F. In-depth knowledge of and solid commitment to Reformed theology and Presbyterian governance.
- G. At least five years experience serving as a Children's Ministry professional in a medium to large, multi-staff church.
- H. Demonstrated ability to recruit, train, supervise, encourage, and work with volunteers.
- I. Demonstrated ability to work creatively, cooperatively, and collegially with staff, parishioners, volunteers, and the general public.
- J. Demonstrated administrative skills in organizing and leading a Biblically-based children's ministry, with appropriate use of technology and other communication tools.
- K. Established record of advocacy for the programmatic and budgetary needs of ministry to children and families; ability to prioritize needs and manage resources efficiently.
- L. The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to sit, talk, and hear. The employee is frequently required to reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to stand and walk. The employee is occasionally required to carry documents or items from one building to another on the grounds of the Church. The employee must regularly lift and/or move up to 10 pounds.

### **III. DESIRED ATTRIBUTES**

- A. A comprehensive understanding of children and their importance to the NPC congregation.
- B. In-depth knowledge of children's ministry resources.
- C. Ability to work in a professional staff context, interested in engaging with staff and lay persons to promote a strong program, informed by a healthy sense of self, and a well-developed sense of humor.
- D. Ability to engage children individually and in groups -- preferably enhancing communication with skills in music, art, crafts, or other media.
- E. PC(USA) membership.

<i>Interested and qualified candidates: Please email resume to <a href="mailto:npcdcm@yahoo.com">npcdcm@yahoo.com</a></i>
---