

## **Director of Children's Ministry**

### **Position Description and Overview**

The director is the primary person responsible for children's education and programs, including newborns through children in fifth grade. The director provides direct oversight of these programs. In all things, the director is called to be an example of Christ's love to the people of Northwood Presbyterian Church as it relates to children's Christian education.

### **Knowledge and Skills**

The director must have a solid foundation in Reformed Theology and have experience in the life and fellowship of the church. He/She should be an individual with a strong Christian faith, who is spiritually mature, enthusiastic, able to take initiative but also must work in collaboration with pastors, staff and members of the congregation. This position requires a minimum of a bachelor's degree or equivalent. He/She must have demonstrated experience and the ability to recruit volunteer support for the children's ministry. Experience in early childhood education and/or education in child development is highly recommended. He/She should be highly organized to effectively coordinate and complete multiple projects. This person should have gifts in working with children but also be sensitive to the needs of a diverse congregation.

### **Specific Position Responsibilities**

1. Work with the Christian Education Ministry Team and Pastor to develop and implement activities related to this ministry.
2. Work with the Christian Education Team and Pastor to select curricula for all children's ministries, which is then approved by the session.
3. Coordinate the schedule of Children's Ministry events and activities with the other ministries at NPC.
4. Lead/direct and be present for all programs in a way that welcomes existing Northwood families and children back to church following the pandemic and serves as an outreach to others to regrow the program, including but not limited to:
  - Sunday School during Sunday morning worship hours
  - Children's Church on Sunday morning
  - Kings' Kids on Wednesday afternoon/early evening
  - Vacation Bible School
  - Special programming planned in consultation with the Christian Education Team such as the Easter Egg hunt, Spring Fling Cedarkirk Retreat, Christmas Shop N' Drop
5. Coordinate paid/volunteer staff providing care in the church nursery on Sunday mornings.
6. Foster a relationship with the staff and families participating in the Before/After School program and Kid's Corner Pre-School
7. Communicate the events of the ministry through the newsletter, e-mail, Web site, Facebook, etc. to maximize participation and outreach
8. Ensure that all policies and procedures of NPC are implemented.
9. Recruit, train and equip all volunteer leadership for Children's Ministries.
10. Other duties as identified by the Pastor as Head of Staff and the HR Committee.

### **Reporting Relationship**

This person is accountable to the Session through the Pastor and the Christian Education Team. Weekly direction and guidance will be provided by the Pastor, as Head of Staff. Evaluation and review of ministry performance will be conducted to enable, equip, correct, and renew the person called to this position.

Location: Clearwater, FL

Compensation: This position is approximately 25 - 30 hours per week.

Compensation will be commensurate with experience