



Job Opening

## Director of Children and Family Ministries

### Position Overview

The Director of Children and Family Ministries serves as a team member of the staff of WPC and as a resource for the Christian Education Ministry in planning, developing, coordinating, and overseeing ministries for children (infant through Grade 8) and families.

- Part time: 25 hours week (inclusive of Sunday mornings and occasional Saturday or evening hours)
- Reports to Senior Pastor/Head of Staff
- Salary \$32 – 37K/year, depending on relevant experience

### Responsibilities

#### Leadership – 25%

- Recruit, train, resource and oversee a ministry team of volunteers in providing high quality education, outreach, spiritual formation, discipleship, worship, and mission opportunities for children and families to grow in their faith.
- Provide organizational and staff oversight for faith-related programs, mission and service projects, fellowship activities, retreats, and other group activities for children and families. Plan and oversee Vacation Bible School (generally end of June).
- Provide a nursery for Sunday mornings and events, including recruiting and training volunteers and paid help.
- Be a visible presence in the lives of our youth and families.
- Work with WPC staff and ministries to develop children and family ministry programs and opportunities.

#### Children's Ministries – 35%

- Envision, plan, provide curriculum, and oversee education programs for children (Infant through Grade 8) to include Sunday School classes and Confirmation classes.
- Develop new programs and seek to find ways to grow programs that offer a relevant, safe, and fun environment for children and families to grow in their faith.
- Promote service and outreach through age-appropriate projects.

#### Family Ministries – 30%

- Develop and oversee family programs; Seek ways to engage WPC families and attract new families.
- Equip families with resources and education to help them to be intentionally involved in the spiritual formation and discipleship of their families.

- Expand opportunities for families to grow in their faith together through events and programs which connect and provide support, education, and care for the needs of families.

#### Administration – 10%

- Attend weekly staff meetings.
- Attend monthly CE meetings.
- Prepare reports for staff and WPC members.
- Review Curriculum annually for children and families.
- Review goals annually with Pastor/Head of Staff.
- Plan and oversee budget for children and family ministries.
- Coordinate schedules for staff and volunteers related to youth and family activities.
- Work with Communications staff to provide information about programs and events.
- Assume such additional responsibilities as assigned or approved by Pastor/Head of Staff.

#### Relational Goals

- Strive to develop faith-based relationships with children and families.
- Collaborate and work well with WPC staff and ministry leaders, under the direction of the Pastor.
- Create a welcoming environment for all children and families.
- Maintain active communication with families. Meet with families as needed.

#### General Qualifications

- Education:
  - Bachelor's Degree **required**.
  - Master's degree or Certification in Childhood Education, Ministry, or equivalent experience **preferred**.
- Experience working with children and families.
- Possess sound biblical knowledge and a theology consistent with reformed tradition of the Presbyterian Church USA.
- Enjoy working with children and families, enthusiastically helping to grow them in the knowledge and love of Christ.
- Ability to create, plan, oversee and participate in programs for children and families.
- Exhibit an ability to be flexible, available to work odd hours.

Interested parties, please contact the church office: [secretary@mywpc.org](mailto:secretary@mywpc.org) or 757-229-4235.