

Great Bridge Presbyterian Church
Sharing Christ's Love - Equipping God's People

Position Description - Director of Children's Ministry
Updated by P&A Committee September 8, 2022

Purpose

To further GBPC's mission by providing Christian learning programs for children ages 2-14.

Accountability

- The Director of Children's Ministry is employed by, and accountable to, the Session of Great Bridge Presbyterian Church.
- The Director of Children's Ministry is a member of GBPC Staff and reports to the Head of Staff (Pastor).
- The Director of Children's Ministry is an ex-officio member of the Children's Ministry Committee.

Qualifications and Expectations

- Passionate about sharing the Gospel with children.
- Creative and collaborative, responsive to the current needs of the families and children of the congregation.
- Strong interpersonal skills, able to build relationships with congregants who are called to teach our young ones.
- Organized, able to create and direct multiple ministries simultaneously.
- Must pass a background check every five years.

Responsibilities

- Create and promote a vision for children's ministry programs.
- Attend Preschool Board Meetings.
- Provide teacher training annually.
- Hire, schedule, and oversee childcare workers for the Nursery.
- Ensure background checks are conducted for all volunteers before they begin teaching or serving in the nursery.
- Attend appropriate Presbytery-sponsored and other children's ministry events.
- Work with the Preschool Director to support the Preschool Chapel.
- Maintain Sunday School supply closet, SS workroom, and AV equipment.
- Plan and conduct Communion and Worship Preparation Classes.
- Order curriculum for Sunday School and Vacation Bible School.

- Lead the Children's Ministry Committee to support children's programs:
 - Recruit and motivate volunteer teachers.
 - Promote the ministry.
 - Brainstorm and select curriculum
 - Plan and implement Fall Kick-Off, Trunk or Treat, other special events.
 - Evaluate Sunday School curriculum every three years.
 - Convene Vacation Bible School each summer. Coordinate with Youth and Adult Ministry Teams to work on intergenerational themes.
 - Assist with the family Christmas Eve service
 - Sponsor Teacher Recognition Sunday each May.
- Ensure K-5th Sunday School classes are offered during both the 9:30 and 11 :00 services:
 - Order curriculum (July, October, and January)
 - Teach Sunday school with a volunteer.
 - Prepare materials for Sunday and order supplies as needed.
 - Maintain necessary records (class & overall attendance)

Work Schedule, Compensation and Performance Review

- This is a twenty hour per week, part-time salaried, with no additional benefits. This position is Fair Labor Standards Act exempt.
- The GBPC Session will provide funding for professional & continuing education of the Director of Children's Ministry.
- The Pastor and a member of the Personnel & Administration Committee will review the performance of the Director of Children's Ministry six months after hire date, and annually thereafter.
- The Personnel & Administration Committee will recommend the Director of Children's Ministry annual salary to the Session, each year during budget formulation.