

First Presbyterian Church of Mendham, NJ
Position Description Director of Children's Ministries

Purpose: To serve Hilltop church by developing, coordinating, and administering the educational and fellowship ministries for the families and children (infant through 4th grade) of this congregation and the surrounding community. To partner with the Nurture, Education & Discipleship Committee to recruit and train volunteers in this ministry. To provide leadership and supervision of those volunteers as together the church seeks to "Proclaim Christ's Presence and Continue Christ's Work."

Accountability: The Director of Children's Ministries is accountable to the Pastor as Head of Staff and to the Session through the Personnel and Administration Area of Ministry. Performance reviews will be prepared and conducted annually by the Pastor and the Personnel and Administration Area of Ministry.

Specific Duties: To seek first the kingdom of God in your personal life and to allow God's will and presence to guide and inspire your ministry and calling at Hilltop Church as you achieve the following goals...

As a Christian Educator

- To provide direct leadership and involved oversight of the Children's Ministry programs in partnership with the Nurture, Education and Discipleship committee.
- To recruit, train, and motivate volunteers and teachers for leadership in educational ministries, including Sunday School and the Thursday Midweek Program.
- To equip and encourage families to fulfill the Covenant of Baptism and present children well prepared for confirmation.
- To participate in the Nurture, Education & Discipleship Committee's development and provision of parenting classes, inter-generational activities and other activities and classes designed to strengthen the family unit in conjunction with appropriate areas of ministry.
- To review and recommend curriculum materials and educational tools for Children's Ministry in partnership with the Nurture, Education and Discipleship Area of Ministry.
- To coordinate and staff the children's Sunday School, participation in Sunday morning worship programs, and the Thursday Midweek Program.
- To assist professional staff and lay leaders with the special events related to Children's Ministry including Rally Day, Communion Workshop, Christmas Pageant, Hilltop Christian Nursery School (HCNS) Sunday, Children's and Youth Sunday, and Teacher Appreciation.

- To extend the hospitality of Hilltop church to neighborhood children in coordination in pursuit of the overall church mission and ministry.

As a Colleague in Ministry

- To be part of a team ministry meeting with the Pastor and the Director of Youth Ministries on a weekly basis.
- To represent the church by participating in relevant denominational and community organizations as time and opportunity permit.
- To develop and maintain a mutually supportive rapport with the Director of the Hilltop Christian Nursery School and staff.
- To fulfill other duties and responsibilities as may be determined by the Pastor.

As Christian Administrator

Registration:

- To send welcome letter and registration forms to all families at the beginning of the school year.
- To track Sunday School and Midweek registrations for all children and follow up to ensure participants are registered.
- To obtain necessary forms from volunteers, including those for Christian Education Volunteer Registration (including Child Safety Policies Exhibits A&B), the Sexual Misconduct Policy, and Background Checks.

Communications:

- To facilitate communications among Sunday School and Midweek teachers, helpers, and substitutes, especially regarding scheduling and coverage.
- To provide articles and photographs for internal and external communication promoting the educational life of Hilltop Church (Spire, Website, Social Media and others that may develop).

Volunteer Support:

- To provide the necessary materials and supplies to Sunday School and Midweek volunteers.
- To assist in the planning and coordination of volunteers for special Children's Ministry activities as requested by the Nurture, Education & Discipleship Committee.
- To guide, assist and coordinate volunteers who oversee the Church School supplies, library, and resource room.

First Presbyterian Church of Mendham, NJ Qualifications, Relationships and Expectations Director of Children's and Family Educational Ministries

Qualifications:

A College Degree, experience in Christian Education, experience in program development and management, curriculum evaluation, computer skills in word processing and a deep love for God's children and their spiritual development. This position requires that whoever holds it is a practicing Christian, preferably in the Reformed tradition.

Expectations:

The Director of Children's Ministries will be expected to balance the significant demands and responsibilities of this ministry with ongoing plan for self-care and spiritual well-being. The ability to draw and keep meaningful boundaries in this part time position will be essential.

The Director of Children's Ministries will be expected to pursue continuing education opportunities that enhance the ability to fulfill this ministry.

As time allows the Director of Children's Ministries will be encouraged to develop connections in the broader community and presbytery and utilize those connections for the overall enhancement of the ministry at Hilltop.

The Director of Children's Ministries will embrace the opportunity to be part of a dynamic team staff.

The Director of Children's Ministries will be expected to be a vibrant, contributing, and creative part of a team ministry that includes the Pastor/Head of Staff, Director of Music Ministries, Director of Youth Ministry, Office Manager, Nursery School Director, and Sexton.

The Director of Children's Ministries can expect to be paid fairly, prayed for regularly, supported personally, reviewed annually, respected deeply, and encouraged fully.

Working Relationships:

Reports directly to the Pastor/Head of Staff and is supervised by Pastor/Head of Staff in performance of all duties and responsibilities.

Works directly and transparently with the chair of the Nurture, Education and Discipleship Area of Ministry.

Employment Conditions:

This is an **hourly position serving 10 hours per week** from August 15th to June 15th. Sunday mornings from 8:30 to 11:30 a.m. and Thursdays from 2:45 to 5:30 p.m. are required hours for this position during the educational year.

All other employment conditions will be governed by the Staff Handbook.

Approved by Personnel and Administration:

Reviewed with Head of Staff:

Initial and Date: