

## Crossroads Presbyterian Church Director of Children's Ministry



**Reports to:** Interim Pastor/Head of Staff  
**Directly Supervises:** Childcare Coordinator/Providers  
**Staff Resource:** Children's Ministry Team  
**Status:** Full Time  
**FLSA:** Exempt

**Effective:** 03/01/14  
**Revision:** 04/23/15

Crossroads Presbyterian Church's Children's Ministry partners with families in discipling children to know Christ and bring others to Him by loving one another, growing in faith, and serving others. Our core values are being joyful, Bible-centered, loving, engaging, and welcoming. Crossroads seeks a Director of Children's Ministry who has an inherent sense of call, an excitement for presenting Christ to children and their families, and a heart overflowing with joy.

### **Job Summary:**

The Director of Children's Ministry will provide dynamic leadership to all programming for children ages birth through fifth grade. This ministry includes, but is not limited to, Wednesday night and Sunday morning programs (children's worship and Sunday school), a summer Vacation Bible School program, developmental milestones (Refer to Addendum B), and annual outreach/community events. All programs are intended to provide fun, exciting, diverse, and personal faith experiences where we focus on the truth of God's Word.

### **Essential Functions:**

- Lead the children's ministry and direct its mission (Refer to Addendum A).
- Recruit, equip and support volunteers in children's ministry.
- Create an environment that facilitates children's growth in faith.
- Participate in the rotation for delivering the Children's Message on Sunday mornings
- Partner with parents in discipling their children.
- Oversee curriculum for theological content, scope/sequence, and continuity between children and youth ministry.
- Develop and implement operation plans, health and safety plans, and other pertinent policies and procedures.
- Coordinate needs assessments and program evaluations, implementing changes as needed.
- Maintain and communicate ministry guidelines, shepherding responsibilities, and ministry goals.
- Prepare and maintain budgets with support from the church administrator and children's ministry elder.
- Participate in weekly leadership staff meetings.
- Participate in monthly children's ministry team meetings.
- Attend weekly Sunday worship service(s).

### **Qualifications:**

- A Bachelor's Degree in Education or related field or Christian Educator Certification
- Three to five years of experience in leading a children's ministry in a large church setting.

- A strong grounding in the Christian faith, reformed theology and stories of the Bible.
- Proven leadership and management skills including the recruitment of volunteer staff, communication and organizational skills.
- Competency with MS Office, social media, smartphones, and laptops, as well as the ability to quickly learn new software/technology as needed.
- Passes a national criminal background check.
- Successful completion of pre-employment assessments.

#### **Physical Requirements:**

- Able to lift up to 40 pounds.

#### **Core Competencies:**

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, and core values of Crossroads Presbyterian Church. Can teach those core values to others. Leads his/her ministry team(s) to identify unique mission and vision, which is in line with the mission and vision of Crossroads Presbyterian Church.
- **Spiritual Maturity:** Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.
- **Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregations; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Team Orientation:** Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others; takes responsibility for his or her part in team failures.
- **Volunteer Management:** Provides direction, gains, commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.
- **Project Management:** Identifies the key objectives and scope of a proposed project; garners needed resources and project support; develops a realistic and thorough plan for achieving key objectives; keeps team members briefed on progress; implements actions plans; communicates progress to sponsors; identifies and resolves barriers and problems. **Self-Differentiation:** Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a non-anxious presence in the midst of turmoil; not overly dependent upon outside affirmation; works to build a strong personal support system.

## **Addendum A: Crossroads Presbyterian Church Children's Ministry Mission Statement and Core Values**

- Mission Statement: We partner with families in discipling children to know Christ and bring others to Him by loving one another, growing in faith and serving others.
- Core Values:
  - Joyful: We rejoice in our relationship with Jesus Christ by the power of the Holy Spirit.
  - Bible-Centered: We focus on the truth of God's Word.
  - Loving: We devote ourselves to God by loving one another as He loves us.
  - Engaging: We provide fun, exciting, diverse, and personal faith experiences.
  - Welcoming: We invite and nurture all families.

## **Addendum B: Crossroads Presbyterian Church Children's Ministry Milestones**

- The purpose of this ministry is to better support parents in helping their children learn about and develop a relationship with God through the Word, the Sacraments, Worship, and Prayer.
- This ministry is a way to ensure that every child that belongs to Crossroads has the foundation in place to begin to learn these basic concepts of our faith.
- We want to be a support and resource for parents in the spiritual upbringing of their children. The milestone ministry gives parents and children opportunities to experience Christian growth together.
  - 4K: Preschool Bibles
  - K: The Lord's Prayer
  - Grade 1: Baptism
  - Grade 2: Communion
  - Grade 3: Bibles
  - Grade 4: Worship
  - Grade 5: Mission