

**Beulah Presbyterian Church
Job Description**

JOB TITLE: Director of Children’s Ministries

FLSA Status: Exempt

SUPERVISOR:	Director of Youth and Missional Outreach	
PREPARED BY:	Jason Freyer and Alex Ruzanic	DATE: November 13, 2023 (rev. 1/30/24)
APPROVED BY:	Staff Relations	

POSITION SUMMARY

The Director of Children’s Ministries is responsible for all aspects of planning, directing, and coordinating the children’s ministry (nursery through fifth grade) with the Children’s Ministry team at Beulah Presbyterian Church (BPC). Also is responsible for planning and implementing programming with East End Youth Ministry (EEYM) in conjunction with the Executive Director of EEYM. This person actively participates in the life of the church, promotes the mission and ministry of BPC and EEYM, is guided by BPC’s and EEYM’s mission in making decisions

ESSENTIAL DUTIES AND RESPONSIBILITIES

1) **Major Activity:** Programs

- Wednesday Evenings: Family Night
 - Direct and provide for a regular program and curriculum and for children in grades k-5 on Wednesday evenings centered on fellowship and discipleship with young children.
 - With assistance from the Children’s Ministry Committee, resource this program with appropriate curriculum.
 - Recruit, train, and resource the volunteer team for Wednesday Evenings.
- Sunday Morning
 - Provide for Wondering with the Word (Children’s Moments) in both worship services. The director, or a trained volunteer, may provide the message.
 - Recruit, train, and resource a volunteer team to lead Children’s Sunday School classes.
 - Recruit, train, and resource a volunteer team to lead the Knowing Place Story (time for children to learn during the sermon).
 - Coordinate with Worship Leaders (both services) to incorporate Children in worship.
- EEYM
 - Assisting with the EEYM after school program (3:00 p.m. – 6:00 p.m.) for three school days per week
 - Assist with Community Summer Camp (approximately June through August) in conjunction with the Executive Director of EEYM including coordination of transportation for field trips. Camp runs five days a week.
- Special Events
 - At least once quarterly, plan kind of special event at BPC for children and their families
 - At least once a year, plan a special event for BPC/EEYM families in conjunction with EEYM ED

2) Leadership

- Schedule regular meetings with the Children’s Ministry Team and Elder of Children’s Ministry.
- Attend staff meetings to share and coordinate Children’s Ministry and Vision with staff and overall church plans.
- Share the Community Summer Camp Vision with the staff, volunteers, campers, and camper’s families.

- 3) Supervision
 - Supervise volunteers for BPC Children’s programming.
 - Recruit, hire, mentor Community Summer Camp Staff.
- 4) Managing Resources
 - Maintain general oversight of Knowing Place stories.
 - Preparation and implementation of curriculum.
 - Train volunteers.
- 5) Other Possibilities
 - Exceptional Friends
 - Ministry Missional Outreach
 - Ministry with Families and Small Groups

QUALIFICATIONS

I. FAITH

Demonstrate a strong relationship with Jesus Christ as their personal Lord and Savior and have a willingness to develop and nurture their faith.

Demonstrate a passion to nurture people of all ages in their relationship to know and accept Jesus as their Lord and Savior.

II. EXPERIENCE

Develop creative programs to grow children’s faith journey.

Build relationships with clergy, staff, congregants, children, and families both at BPC and EEYM.

Demonstrate the ability to recruit, train and develop lay leaders for the various programs.

Communication of all programs for both BPC and EEYM.

III. PROFESSIONAL

Act 33/34 clearances.

Understand what it means to lead an educational ministry in a church

IV. PREFERRED EDUCATION/TRAINING

Bachelor’s degree and/or over 2 years of experience in Church or Parachurch Ministry

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____