

**JOB DESCRIPTION – CHILDREN’S MINISTRY DIRECTOR
VIENNA PRESBYTERIAN CHURCH**

SECTION 1. ADMINISTRATIVE

UPDATED: January, 2022
POSITION TITLE: Director of Children’s Ministry
CLASSIFICATION: Full-time, Exempt, Salary
REPORTS TO: Next Gen Senior Director

SECTION 2. MISSION AND VISION OF VPC; PURPOSE OF THE POSITION

MISSION: Becoming like Christ together for the World.

VISION: To connect people to Christ, to community, and to God’s work in the world. The way we do this is by engaging them in a variety of practices, relationships and experiences that lead to spiritual transformation for the glory of God, the abundance of their own lives, and for the sake of others.

CORE BELIEFS: Jesus is Lord. Scripture is our authority. Everyone is called to follow Jesus.

The Director of Children’s Ministry is responsible for the overall vision, management, and growth of the ministry under the guidance of the Next Gen Senior Director. The Director of Children’s Ministry oversees the recruitment, training, encouragement, accountability and supervision of children’s ministry volunteers.

The Director of Children’s Ministry needs to be a highly relational, outgoing, and energetic person who has a heart to be in the community reaching those outside the church as well as leading those in the church. This position is directly responsible for leading the Children’s Ministry (pre-K – sixth grade) at Vienna Presbyterian Church while equipping and encouraging parents to be actively involved in the spiritual growth of their children at home. This position is also responsible for implementing a curriculum and teaching plan that brings the scripture to life in a way that children can understand, giving children opportunities to explore their faith in a safe, nurturing, and engaging Biblical environment.

SECTION 3. MAJOR TASKS, DUTIES AND RESPONSIBILITIES; ESSENTIAL FUNCTIONS

- Provide vision, goals and strategic direction for Children’s Ministry through the lens of VPC’s mission statement
- Outreach to families in the larger community, creating a vision and plan to bring them to the church
- Supervise the Childcare Manager including weekly meetings

- Oversee the planning and execution of spiritual formation opportunities through education and programming for pre-K through sixth grade
- Manage and oversee all curriculum for infants through 6th grade
- Lead Doorways to Worship at the 9am worship service.
- Directs the monthly preteen Club, VBS, Music and Drama summers camps, and the Pre-Teen Service/Mission week
- Teaches the annual Sacraments class for children and parents/guardians
- Direct parent partnership efforts for all of Children's Ministry
- Strategize with Youth Ministry to ensure smooth transition for rising 7th graders
- Develop the annual Children's Ministry budget and manage yearly spending
- Oversee Church Protection Policy for all of Children's Ministry
- Work directly with the Next Gen team to eliminate silos and encourage intergenerational participation whenever possible.
- Provides leadership, organization, training, support, encouragement, accountability and appreciation to Children's Ministry volunteers.
- Regularly observe all Sunday Morning classes to provide volunteers with encouragement and feedback as well as ensuring that the teaching teams are meeting the goals of Children's Ministry and adhering to the Church Protection Policy
- Attend VPC, Children's Ministry, and Next Gen staff meetings and other meetings as required
- Seek opportunities to engage in community events for children and families
- Assist with other Next Gen Ministry team efforts as needed and delegated
- Serve as a resource for parents to help them nurture their children's spiritual growth and tend to their developmental needs

SECTION 4. KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS NECESSARY TO PERFORM THE JOB; REQUIRED QUALIFICATIONS, EXPERIENCE AND CERTIFICATIONS FOR THE POSITION

- An articulated faith in Jesus Christ with the ability and willingness to share personal faith with others through example, sharing, and teaching
- Love for children and deep commitment to their physical, emotional, and social needs to ensure faith development
- Enthusiastically affirm and be guided by the values, vision, and mission of VPC
- Sound Biblical knowledge with a reformed understanding, and the ability to translate it to children
- Ability to agree to and sign the VPC Biblical Standards for Leadership
- Experience with writing or adapting curriculum
- Bachelor's degree and at least five years of relevant experience
- Possess working knowledge of the stages of child and faith development
- Managerial and organizational skills, including attention to detail
- Basic proficiency of Microsoft Office, including Word, Excel, PowerPoint, and Outlook
- Database experience a plus

- Ability to recruit, screen, train and supervise volunteers and direct reports
- Strong communication skills
- Extensive experience teaching and/or public speaking
- Able to manage large groups of children and provide volunteers with training in this area
- Good relational and interpersonal communication skills
- Able to work during core office hours as defined by the Next Gen Senior Director
- Able to follow and implement VPC's Church Protection Policies and Procedures effectively
- Actively seeks professional growth opportunities
- Takes responsibility for continuing spiritual growth
- Possesses a good driving record for offsite events