

**Job Title:** Director of Children and Family Ministries

**Position Type:** Part Time, to average 20 hours per week.

**Accountability:** The Director of Children's and Christian Education Ministries will work in cooperation with, and under the general supervision of the Pastor. The director will also work in close coordination with the Christian Education and Youth Committee and the elders in charge of that committee, attending their meetings, helping them to plan and conduct programs, and advising them on Christian Education matters of the church. The director is an employee of the church and therefore the Session and its Administration and Finance Committee will make final decisions regarding hiring, termination, and benefits.

**Compensation:** This is a part-time position and therefore has no benefits beyond salary. Salary will be paid monthly, with a beginning annual salary of \$20,800.

**Responsibilities:**

- The largest focus of this position is on children and the programs related to them, but with some additional responsibilities for adult-only programs.
- Participate in monthly meetings of the Christian Education and Youth Committee. Most of these are conference calls.
- Ensure that all events, programming, and procedures follow the guidelines of the church's Child and Youth Protection Policy.
- Resource / advise on curriculum for elementary, middle, and high school Sunday School.
- Resource / advise on Children's Church format and curriculum. Fill in as needed.
- Help plan and conduct Vacation Bible School along with the Christian Education Elder and volunteer VBS leader.
- Meet with Sunday School teachers to advise on curriculum, brainstorm ideas, and offer support. Meetings, emails, or phone calls may happen more (or less) as needed or desired by the teachers as long as things are running smoothly.
- Conduct children-focused events outside of normal classes. These could be on Sundays after church or another time as needed. Examples might include a back-to-school event, a Christmas event in December, a Luau in winter, an Earth Day event, an Easter event, and an end-of-school event. Conduct at least one event every other month. These can include the events we do at the church as part of our outreach to the neighborhood families and schools.
- Partner with the mission committee to lead portions of the church's outreach program to the families and schools in the neighborhood of the church.
- Plan and supervise a monthly children's activity as part of worship during months that the children are not singing, to include Palm Sunday (palms), Pentecost (kites and streamers), and even helping with readings.
- Plan and coordinate whole-family social events for families with children who are school-aged (infants through high school seniors). Conduct at least one event every other month.
- Plan a church-wide retreat each year that is intended to include whole families including youth and children.
- Help the CE&Y Committee evaluate and plan their budget to fund the next year's programs and curriculum.