

New Hope Presbyterian Church

July 2017

Position:	Director of Children's Ministry
Reports to:	Pastor/Head of Staff
Classification:	Part-time
Wages:	Commensurate with experience/qualifications
Hours:	20-25 hours/week

Qualifications:

- Be a faithful disciple of Jesus Christ.
- Have a desire to see children grow in faith and knowledge of Jesus Christ.
- Possess excellent organization and administrative skills.
- Must have strong volunteer coordination skills, communication skills, conflict resolution skills and the ability to work with all ages and appreciate all personality types.
- Must be a strong leader able to delegate responsibilities and follow-up to ensure fulfillment of those responsibilities.

Key Responsibilities:

- Direct and oversee Sunday School program for children age three through fourth grade by bringing passion, insight, and fresh ideas to the ministry.
- Make decisions with the support of the Children's Ministry Team about children's ministry development and Sunday School curriculum.
- Provide direction to the Children's Ministry Team with the support of the Team Leader.
- Recruit, schedule and coordinate all Small Group Leaders for annual Sunday School calendar.
- Provide encouragement and support for Sunday School Small Group Leaders.
- Develop and Maintain budget for Children's Ministry. Responsible for financial decisions and expenditures of the Children's Ministry Budget.
- Set up classrooms weekly, prior to start Sunday School.
- Renew curriculum and manage supplies needed for programs.
- Enforce age-appropriate safety and cleanliness guidelines for programs and Nursery.
- Oversee functions of Nursery Coordinator(s) and Nursery.
- Coordinate usage of classrooms with New Hope Preschool.
- Maintain effective and timely communications with the Director/Board of New Hope Preschool.
- Maintain effective and timely communications with the congregation and parents through website, email, Sunday bulletins and the New Hope newsletter.
- Direct and oversee Vacation Bible School.
- Attend weekly staff meetings.
- Attend monthly Children's Ministry and Council meetings.
- Coordinate yearly events such as but not limited to, Sunday School Kick-Off, Recognizing Sunday School Small Group Leaders, 3rd Grade Bibles, Sacrament Training, Easter Egg Hunt, S'more's Night, Movie Night, etc.

For more information, please contact Rev. Steve Ebling, steve@newhopefishers.org