



**Orchard Park Presbyterian Church
1605 East 106th Street, Indianapolis, IN 46280**

Blessed by God's love, the Orchard Park family seeks to grow in our faith and to reach out with the Good News of Jesus Christ.

Do you have a passion for leading, teaching, modeling and nurturing the spiritual formation of children? Orchard Park Presbyterian Church – a large vibrant Presbyterian church in fast-growing Hamilton County—invites applications for their Director of Children's Ministries.

Orchard Park Presbyterian Church (OPPC) has been in existence since 1956 and celebrated its 60th anniversary in 2016. OPPC is one of nearly 10,000 congregations in the Presbyterian Church (USA) denomination and ranks among the top two percent in size. OPPC is the fourth largest Presbyterian Church in Indiana. Learn more about the church at <http://www.orchardpark.org>.

Submit a resume and cover letter by October 5, 2017 to Mary Leffler, Business Administrator at mleffler@orchardpark.org. The cover letter should specifically address how the candidate's experiences and qualifications match the position description and include a brief statement of faith. Salary is \$34,000-\$44,000, commensurate with experience.

Position Description
Director of Children's Ministries

<i>Position Title</i>	Director of Children's Ministries
<i>Accountability (Reports To)</i>	Pastor, Head of Staff
<i>Supervision (Direct Reports)</i>	Learning Center Director Learning Center Teachers Nursery Workers Children's Church Coordinator Congregational Volunteers
<i>Status / Hours / FLSA</i>	Full Time/ 40 hours Exempt
<i>Purpose/Function</i>	Provides education, spiritual formation, and guidance to children within the Orchard Park Presbyterian Church (OPPC) congregation, and those who attend the Learning Center.
<i>Primary Responsibilities</i>	<p>Children Christian Education Responsibilities (50%):</p> <p>Work with members of the Children's Ministry Committee to:</p> <ul style="list-style-type: none"> • Research, review, choose and monitor appropriate curriculum and materials for Sunday School and Children's Church • Recruit, train and provide resources to Sunday School teachers and other volunteers • Plan and implement Vacation Bible School, Trunk or Treat, and occasional Wednesday evening programs • Oversee 4th and 5th grade Fellowship Program • Recruit, train and oversee nursery and early childhood ministry staff • Provide opportunities for children and their parents to learn about the Sacraments • Facilitate age specific Bible distribution and education • Provide tools and resources for children during worship • Establish and monitor the annual Children's Ministry Budget <p>Work with the Camp Friendly Committee to:</p> <ul style="list-style-type: none"> • Review and implement camp curriculum • Promote participation in Camp Friendly

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	<ul style="list-style-type: none"> • Attend Camp Friendly, coordinate and lead daily chapel services and support children and camp volunteers <p>Other responsibilities include:</p> <ul style="list-style-type: none"> • Work with Youth Minister on scope and sequence of curriculum • Attend OPPC Worship/Sunday school on Sunday mornings • Work with other staff and committees of the church to engage children into the life of the congregation • In conjunction with the Ministry Coordinator, ensure all administrative responsibilities are fulfilled, including maintenance of class rosters, purchasing of supplies and preparation of communication materials <p>Learning Center Responsibilities (50%)</p> <ul style="list-style-type: none"> • In conjunction with other staff and Learning Center Board, develop and implement a public relations plan to market and maintain positive regard for the OPPC Learning Center • In conjunction with Learning Center Director: <ul style="list-style-type: none"> Assign staff to teams and classrooms Evaluate staff performance Assist and support staff with classroom challenges Facilitate team building and communication through regularly scheduled staff meetings Provide resources and training for the professional growth of the staff • Implements developmentally appropriate Christian curriculum • Research, review, choose and monitor appropriate curriculum and materials • Review curriculum plans and materials with staff regularly • Evaluate area preschools and kindergartens to review OPLC and curriculum • Serve on the Learning Center Board as a non-voting member and staff liaison
<i>Qualifications</i>	<p>Education: A Master of Christian Education or Divinity Degree preferred. Minimum of three years’ experience in teaching</p> <p>Experience: Strong background in the Reformed Tradition, Christian Education, and Child Development. Ability to work with teachers,</p>

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	<p>parents, volunteers and children. Ability to balance remedial and visionary responsibilities.</p> <p>CPR and First-Aid trained</p>
<i>Staff Team Competencies</i>	<p>Compassion and Care: Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence; demonstrates appropriate boundaries in expressions of care.</p> <p>Ethics and Values: Adheres to an appropriate and effective set of core values and beliefs during both good and bad times; acts in line with those values; capable of understanding and maintaining confidentiality when required.</p> <p>Team Orientation: Demonstrates interest, skill and success in team environments; places 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.</p> <p>Mission Ownership: Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner consistent with the mission, vision, values and beliefs.</p> <p>Personal Resilience: Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn’t upset when things are up in the air; can comfortably handle risk and uncertainty.</p>
<i>Position-Specific Competencies</i>	<p>Accountability: Assures that effective controls are developed and maintained to ensure the integrity of the church; holds self and others accountable for responsibilities; can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget; monitors and evaluates plans; focuses on results and measuring attainment of outcomes.</p> <p>Communication: Excellent verbal and written skills; relates well to all kinds of people, inside and outside of the congregation; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact; is regarded as a team player.</p> <p>Creativity, Innovation and Initiative: Is action-oriented and full of energy for improvement activities; develops insights into situations</p>

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	<p>and processes and finds innovative ways to improve operations; creates a work environment that encourages creative thinking and innovation; designs and implements cutting-edge systems and processes as budget allows.</p> <p>Team-Building: Inspires, motivates, and guides others toward goal accomplishments; encourages and facilitates cooperation within the church; fosters commitment, team spirit, pride and trust; develops leadership in others through guiding, coaching, mentoring and rewarding employees.</p>