

First Presbyterian Church Winston-Salem
Director of Children’s Ministry—Elementary K-5th Grade
Full-time
February 2018

Position Context

God has called us to be His church, His body. Although we may be different, with varying gifts, backgrounds, experiences, and needs, our collective ministries are to unify us under the lordship of Jesus Christ, that He might be glorified. The Apostle Paul writes, “For just as the body is one and has many members, and all the members of the Body, though many, are one body, so it is with Christ. For by one Spirit we were all baptized into one body...” (I Cor. 12:12&13). When all the parts of the body are working together in accordance with their gifts, the Church is unleashed to be an incomparable force in the world.

The Associate for Children’s Ministry—Elementary leads the vital area of ministry to children from kindergarten through fifth grade. This position demands excellent communication skills, organizational skills, and creativity. In addition to relating well to children, this position requires that the individual also be skilled in relating to parents and volunteers as partners in ministry. It requires working on Sunday morning and Wednesday evenings during our main programming.

Position Purpose

This position has overall responsibility to plan, organize, execute, and oversee all elementary children’s ministry needs and programs and to work collegially with other members of the Children’s ministry team and to support and implement the overall vision of the Church.

Ministry Responsibilities

- Source or develop curriculum for appropriate elementary aged programs including the recruitment, training, mentoring, and equipping of volunteers and teachers for the following programs:
 - Elementary Sunday school K-5th
 - Kid Connection (Wednesday)
 - Children’s Church
 - Vacation Bible School and 5th Grade Missions
 - Fall Fellowship Retreat (Elementary programming)
 - Special Events
 - 5th Grade Ambassadors (leadership)

Other Responsibilities

- Formulate and monitor overall budget for Children's Ministry, with Preschool director
- Collaborate with colleagues in developing special children's activities
- Perform additional duties and projects as assigned by supervisor
- Support and advise other ministry areas as requested
- Participate in maintaining child safety procedures and training

Reporting Relationships

- Report to the Associate Pastor or other designee of the Senior Pastor
- Supervisory responsibility for part-time administrative assistant assigned to Children's ministries with Associate for Nursery and Preschool Ministries
- Oversight of lay ministers serving in elementary children's ministry

Qualifications

- Have a personal relationship with Jesus Christ and heart for children's ministry.
- Ability to creatively and effectively communicate and work with elementary age children and their parents
- Be able to manage staff, volunteers and projects; work independently and in a team; provide leadership and communication
- Carry out project planning and workflow management in a multi-tasking environment
- Possess knowledge and creativity related to elementary children's ministry
- Computer skills in Microsoft suite of products (Word, Excel, PowerPoint, Outlook), Publisher, database, internet, etc.