

## **Job Title: Director of Children's Ministry & Awana Coordinator**

Status: Full Time

Pay: \$38-45,000/year

Vacation Time: 2 Weeks

Continuing Education Support: Funds available through Leadership Travel & Training Budget. The Director is encouraged to pursue continuing education opportunities (I.e. classes, conferences, etc.) These are approved on a case by case basis.

Hours & Location of Work: 40 Hours per week; Ordinarily works from church with some flexibility to work from home

Holidays (If it lands on a normal workday): New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Day

Reports to: Pastor

### **Position Summary**

This position supports, and is supported by, the ministry of Tabernacle Evangelical Presbyterian Church. Under the direction of Session, the Children's Ministry Director will pray over, plan, organize, and oversee all ministry to children in the church and visiting this church from birth to 5th grade. Specifically, this position exists to shepherd children in the church and assist parents in guiding their children in biblical truths. This role is an extension of the family and the person fulfilling this role is a member of the body of Christ.

### **Responsibilities**

- Reads and meditates on the Word of God daily, prays daily.
- Oversees all ministry to children in the church from birth to 5th grade.
- Provides curriculum to volunteer teachers of Kid's Church, Sunday school and other seasonal programs such as Awana and Vacation Bible School.
- Implements and maintains updated policies and emergency procedures as needed with approval of Session. Maintains up to date background checks.
- Recruits, trains, and confirms volunteers on a weekly basis for Sunday school, Kid's church, Nursery care, and Awana in its season. Creates volunteer schedules.
- Works with church secretary and staff to ensure effective communication of program information.
- Attends staff meetings.
- Manages and purchases inventory of supplies and ministry materials. Tracks use of and is responsible for church issued credit card.

- Determines class and program adjustments such as cancellations and special events.
- Plans children's activities and adjusted menu (if/ as needed) for special church events.
- Communicates with other program directors/participants occurring within the church building, specifically ones using rooms used by children's ministry such as Community Bible Study and the Growing Place.
- Seeks to engage with youth and families in the community including those currently involved in TEPC ministries and those in our neighborhood
- Establishes and maintains organizational systems for tracking materials, supplies and resources such as props, craft materials, toys, and other miscellaneous items the church funds have paid for or which have been donated.
- Is the point of contact for all programs involving children and their families ages birth through 5<sup>th</sup> grade.
- Learns how to use Planning Center, Textedly, and other church communication resources.
- Creates, distributes, and collects registration forms from parents or guardians of all children under our care.
- Promotes special events and seasonal programs such as Awana, VBS, and others through social media promotion, fliers and word of mouth.
- Other responsibilities may be added by Session as needed

### **Job Requirements/Qualifications**

- Awareness of God-given gifts and how to use them to serve in Children's Ministry and outreach.
- Experience in children's and/or family programs, works well in such environments.
- An ability and passion for connecting children and families to Jesus and the church.
- Commitment to growing personally in faith including participation in TEPC congregational worship.
- Strong desire to engage in a team atmosphere.
- Strong written and verbal communication skills.
- Strong interpersonal skills and the ability to train and teach parents and volunteers.
- Ability to learn and offer creative solutions to teach.
- Capacity to inspire and motivate volunteers through encouragement and a positive work ethic and personal accountability.
- Ability to deal with all information in a confidential manner and respond with sensitivity.

- Good organizational skills.
- Flexible approach to programming and working with other TEPC staff and ministries
- Must maintain CPR, First Aid certifications, Child Abuse Prevention through written or virtual training/ testing.