



## SHALLOWFORD PRESBYTERIAN CHURCH DIRECTOR OF CHILDREN'S MINISTRIES

Shallowford Presbyterian Church is seeking a Director of Children's Ministries to advance and broaden its ministry to children and their families.

The mission of Shallowford Presbyterian Church is to invite all people to a faithful way of life in Christ and in community. Shallowford is a welcoming, energetic and committed congregation that has grown from 745 members in 2010 to over 1,000 members today. Many of our new members are young families who are eager to plug into church life, grow in their faith, and fellowship with one another. We are looking for a Director of Children's Ministries who can optimize our programs for children and families through foundational Christian education, innovate multigenerational activities, and collaborative teamwork with church staff and volunteers.

**DESCRIPTION:** This position reports directly to the Associate Pastor for Mission & Discipleship and is responsible for overseeing all programming ministry and needs for children through 5<sup>th</sup> grade, including Sunday mornings, Wednesday evenings, special events, and summer activities. The position can be either part-time (30 hours per week) OR full-time (40 hours per week). It includes a continuing education budget and shares 1/3 of an administrative assistant. The full-time position would include medical benefits through the Board of Pensions PC(USA). Please note: If candidates are ordained or able to be ordained in the PC(USA), this position can be a contract call.

### **PRIMARY RESPONSIBILITIES:**

#### ***Sunday School***

- In conjunction with the Christian Education Committee, recruit, train, and oversee scheduling of Sunday School teachers and curriculum for ages 2 to 5<sup>th</sup> grade
- Specific task for Sunday morning include:
  - o Coordinate nursery workers
  - o Confirm children's Sunday school rooms are ready for students
  - o Check in with teachers to ensure they have supplies for lessons.

#### ***Worship***

- Prepare and deliver the Children's sermon at the 11:00 am worship service
- Plan and lead Children's Worship after the conclusion of the Children's Sermon in conjunction with the Cherub Choir rehearsal
- Provide activities to help children engage in worship (children's bulletin, worship bag, etc.)
- Collaborate with the Director of Children's Choirs to plan the annual Children's Sunday worship service each year

#### ***Wednesday Evenings @ Shallowford***

- Oversee programs for children during Wednesday Evenings @ Shallowford
- Specific tasks for Wednesday evenings include:
  - o Schedule nursery workers for children under 2
  - o Provide care and Bible time for 3 to 5 year olds during pre-dinner hour
  - o Recruit parent volunteers and help manage children during dinner
  - o Plan and lead lessons for 1<sup>st</sup> and 2<sup>nd</sup> graders during the after-dinner hour

INVITING ALL PEOPLE TO A FAITHFUL WAY OF LIFE IN CHRIST AND IN COMMUNITY

### **Programs**

- Coordinate and recruit participants in the bi-monthly “Momtourage” program for mothers of young children
- Plan, lead and oversee all aspects of Vacation Bible School
- Plan and implement other special events for children ages 2-5<sup>th</sup> grade that allow them to form friendships and grow in their faith, such as Kids’ Night Out and Kids on a Mission
- Develop special events for children and their families to join in fellowship and serve in mission, such as Easter Egg Hunt, Trunk or Treat, CampUs, and Elementary Family Mission Trip

### **Shallowford Presbyterian School** - [www.shallowfordschool.com](http://www.shallowfordschool.com)

- Coordinate with the Director of Shallowford Presbyterian School to share space and event information for the mutual success of the church and school
- Collaborate with the Director of the Shallowford Presbyterian School to plan joint events for the school and church communities
- Attend monthly school board meetings as the staff liaison

### **Other**

- Develop, resource, and staff a Committee for Ministry to Children and their Families
- In conjunction with Associate Pastor for Mission & Discipleship, implement the *Child Protection Policy* and manage the policy training of all volunteers with children
- Provide weekly communication regarding various Children’s Ministry events and activities to families and the church
- Work to involve and welcome new families and members into the life and ministry of Shallowford Presbyterian Church
- Attend regular staff meetings and work collaboratively with others on the staff
- Handle other tasks as may be assigned by the Senior Pastor or the Associate Pastor for Mission & Discipleship from time to time

**QUALIFICATIONS:** A Bachelor’s degree is required, preferably in Christian education or other educational area. Certification as a Presbyterian Christian Educator or theological education is desired.

**APPLICATIONS & NOMINATIONS:** Applications and nominations should be directed to:

Catherine Foster  
Associate Pastor for Mission & Discipleship  
[cfoster@shallowford.org](mailto:cfoster@shallowford.org)  
Cell: 423-667-5468

INVITING ALL PEOPLE TO A FAITHFUL WAY OF LIFE IN CHRIST AND IN COMMUNITY