

# **GENEVA PRESBYTERIAN CHURCH**

5835 N. Sheldon Rd., Canton, MI 48187

[www.genevachurch.org](http://www.genevachurch.org)

## **Position Description Director of Children's Ministry**

### **Ministry Description**

Geneva Presbyterian Church's Children's Ministry mission is to edify and equip children, in partnership with their families, to be disciples who exalt God and engage the world through the power of the Holy Spirit. We believe that children are the church of TODAY *and tomorrow*, and therefore integrate them, with their God-given gifts and talents, into the full life of the church, through worship, education, fellowship and service opportunities.

### **Position**

Director of Children's Ministry, overseeing ministry to and with infant through 5<sup>th</sup> grade children and their families. This is an exempt status, at-will position.

### **Hours**

20 hours per week.

### **Accountability**

Accountable to the Pastor as head of staff, the Children's Ministry Elder, and the Children's Ministry Team in the performance of responsibilities.

### **Evaluations**

Performance reviews will be conducted at 6 months of employment and annually thereafter by the Personnel Committee. Input will be sought from the Pastor, the session, and those from the congregation with whom the Director of Children and Family Ministry works closely. The Personnel Committee will review the compensation package annually.

### **Responsibilities**

1. Oversight of ministry to and with children in utero through 5<sup>th</sup> grade and their families through nurture, worship, education, fellowship, and service opportunities.
2. Pray daily for the children and their families and for all of Geneva's ministries, staff and congregation.
3. Guide and participate with the Children's Ministry Elder and the Children's Ministry Team in visioning, planning and prayer for wide ranging programming to facilitate the faith formation and spiritual growth of the children and their families.
4. Recruit, coordinate, and train volunteer staff to carry out programming (with the assistance of the Children's Ministry Team) for Sunday mornings, special worship services, Children's worship program, Christian education, Lenten, Advent and monthly mid-week programs, and other special children and family events such as First Friday Fellowship, Vacation Bible School and sacrament classes.
5. Order curriculum and other supplies as needed.
6. Work with staff from other areas within the church to unify educational and other activities.
7. Oversee the Nursery Co-supervisor paid staff and curriculum.
8. Maintain effective attendance/class list system to effectively track attendance between visitor and member children.
9. Attend staff meetings as called, monthly Children's Ministry Team planning meetings, monthly Session meetings (for prayer, Bible study, and staff reports), and yearly Leadership Retreats.
10. Seek continual personal spiritual growth, including regular attendance in worship and other practicing spiritual disciplines,

11. Seek and attend professional development through continuing education opportunities (e.g. - presbytery, Association of Professional Christian Educators, and Great Lakes Association of Professional Christian Educators educational events, certification courses, etc.) throughout the year.

12. Communicate Children's Ministry programming and events through use of Geneva website, bulletin boards, Good News, GEMS, Geneva Moment, etc.

### **Qualifications**

1. At least 2 years experience in children's and/or family ministry.

2. A passion for and understanding of children and their spiritual formation, including the importance of the role of the family in the child's faith development.

3. An understanding of the Protestant faith tradition

4. Good communication skills.

5. Self-directed.

6. Available to work flexible hours.

7. A Bachelor's Degree in Christian or General Education, Religious Studies, Child Development, Family Systems, Spiritual Formation, or a related field is preferred.

### **Benefits**

After one year of employment, two weeks of paid vacation. After five years, three weeks of paid vacation.