

First Presbyterian Church

Mooreville, NC

Position Description

TITLE: Children's Ministry Program Leader

ACCOUNTABLE TO: Associate Pastor for Intergenerational Ministry and Christian Education (AP-IM&CE) and Senior Pastor/Head of Staff

POSITION SUMMARY OF PURPOSE: The Children's Ministry Program Leader is the overall manager of the children's ministry (nursery through 5th grade) for Church School, Nursery, special events and programs, all-church retreats, Wednesday Night Together, and Vacation Bible School.

PRIMARY RESPONSIBILITIES:

1. To work with the Christian Education Committee in providing relevant support the children's Church school teachers, including:
 - a. Offering encouragement, support, and assistance
 - b. Providing training for teachers and other volunteers
 - c. Developing a list of teachers and/or leader vacancies to be filled, and proposing candidates for teacher and leader positions to be recruited by the Christian Education Committee
 - d. Being visibly available for observations, consultation, and assistance
 - e. Teaching in the Church School, as needed
2. To be present during the Church School hour each week on Sunday morning
 - a. All absences are to be negotiated with the AP-IM&CE
3. To organize and manage Vacation Bible School
 - a. Offering encouragement, support, and assistance
 - b. Providing training for teachers and other volunteers
 - c. Being visibly available for observations, consultation, and assistance
 - d. Purchasing materials for VBS in consultation with the AP-IM&CE
4. To purchase supplies, materials, curricula, and furnishings for the church's children's educational ministry in consultation with the AP-IM&CE
5. To serve as a resource to the Wednesday Night Together children ministry with the AP-IM&CE
6. To serve as advisor to the Nursery Committee
7. To fulfill other duties determined by Head of Staff, AP-IM&CE, or Personnel Committee

SECONDARY RESPONSIBILITIES:

1. To participate in regular staff meetings
2. To participate with the Christian Education committee and attend monthly meetings
3. To participate in an annual staff performance review

REIMBURSEMENT POLICY: Follow Reimbursement Policy procedures established by the Finance Committee, including reconciliation of receipts and invoices and completion of necessary forms. Receipts and invoices must be turned into the Business Administrator by the 15th of each month.

KNOWLEDGE, SKILLS, AND ABILITIES: Ability to work with all age groups; to manage and recruit volunteers; to work well with all staff members and committee chairs; ability to work additional hours, such as weekend and/or overnight trips and retreats; intermediate computer skills to include word processing, spreadsheets, and/or graphics software desired. Be familiar with the ECO tenets and its form of government.

EDUCATION AND EXPERIENCE: Bachelor of Arts in an educational field; 1 – 3 years' experience in a Christian Education capacity or equivalent experience

JOB TYPE: Part-time

REQUIRED HOURS: Every Sunday morning during church school, Tuesday mornings for staff meeting, Wednesday evenings for Wednesday Night Together, a week of July for Vacation Bible School

PAY: \$25,000 per year

WORK LOCATION: In person

Please send resume and cover letter to:

CMPL Search Committee

First Presbyterian Church

249 West McLelland Avenue

Mooresville NC 28115

Or email to: cmplsearch2024@gmail.com