

Trinity Presbyterian Church

Job Description

Job Title: Director of Children's Ministry

Job Summary: To direct the Children's Ministries of Trinity in such a way as to communicate the Gospel of Jesus Christ, to disciple and engage covenant children and children of visitors of Trinity in the Christian faith and practice, to assist parents in the Christian nurture of their children, and to encourage and equip members of Trinity for ministry to the children of Trinity and the community. This position is full-time.

Accountabilities: Accountability to Lead Pastor, Trinity Session and the Children's Ministry Education Team. Accountable for directing Children's Ministry Assistant.

Primary Responsibilities:

1. Evaluate, review and define curriculum and program development for the Children's Ministries of Trinity Presbyterian Church;
2. Identify, recruit, mentor, encourage, lead and coordinate Children's Ministry volunteers;
3. Coordinate and supervise children's ministry activities to include Sunday School, children's worship, nursery, weekly events and special events. Administer supplies, classroom set-up and preparation, teacher training and preparation;
4. Supervise Children's Ministry Assistant and other staff / volunteers;
5. Promote Children's Ministries in the church and in the community; communicate regularly with parents and ministry volunteers with a priority toward outreach;
6. Work with the Safety Team to ensure the Child and Youth Safety Policy is communicated and adhered to;
7. Encourage participation in the local/regional PCA Children's Ministry Conferences as time and funds permit;
8. Financially plan and manage budget with the Children's Ministry Team;
9. Provide input, insight and direction in use and maintenance of playground and children's classrooms; and
10. Encourage the spiritual welfare and growth of the congregation and model spiritual disciplines and leadership as follows:
 - a. Provide support and encouragement for the ministry staff;
 - b. Pray regularly for the Holy Spirit's work in congregational spiritual formation;
 - c. Pursue and maintain personal spiritual disciplines;
 - d. Demonstrate a Christ-centered family life and fruitful ministry;
 - e. Encourage individual prayer within the congregation;
 - f. Show fundamental agreement with the PCA views on biblical reformed theology and Church government; and
 - g. Exhibit humility and teachableness in receiving and giving instruction.

Purpose, Mission and Vision:

1. Supports the Purpose, Mission and Vision of Trinity Presbyterian Church. Demonstrates a positive attitude, communicates and ask questions in an effective manner to resolve issues and conflicts, maintains a favorable work environment and a spirit of teamwork to serve our members and each other effectively;
2. Maintains confidentiality of employee, member, children's and visitor information, as appropriate, at all times; and
3. Adheres to the policies and procedures as defined in the Personnel Manual to the best of his/her ability.

Qualifications, Experience and Skills: The job holder should possess a BA in Early Childhood Education, Elementary Education or equivalent degree, or significant demonstrated experience managing and directing a children's ministry program. He/she should understand child development, curriculum development and have administrative gifts and/or skills. He/she should have a minimum of 3 to 5 years of experience, demonstrate a heart for children's ministry, and should possess and demonstrate current competencies applicable to the job position. All children's and nursery ministry volunteers and staff must satisfactorily pass a background check to work in this capacity.

Please contact employment@trinityashville.com with a cover letter and resume.