

## Director of Children and Family Ministries

The children and family ministry of *Westminster Presbyterian Church* is a robust ministry that guides families in life long faith formation and discipleship. Westminster works to cultivate a sense of wonder about God’s world in the lives of the children in our church community. Our ministry programming seeks to reflect Jesus’s call to be a good neighbor in our community and help families grow in a Christian faith, reflecting God’s hospitable and inclusive love for everyone. We believe Christian formation happens through various settings and experiences such as play and recreation, hands on service, and intergenerational worship, whether at home as a family or in our church building. We also believe children often reveal to us what it means to participate in the kingdom of God with joy and wonder. As we look toward the future of children and family ministry at Westminster, we are excited to welcome a Director whose work experience and Christian faith reflect Jesus’s call to include the littlest ones among us in the life of the Church.

**Type of Position:** Full time 40 hours/week

**Starting Salary:** \$47,000 (minimum)

<b>Job Title</b>	Director of Children and Family Ministries
<b>Department</b>	Spiritual Growth & Development
<b>Reports To</b>	Associate Pastor of Spiritual Growth and Development
<b>Date</b>	7/2021
<b>Overall Responsibility</b>	
A leader with a passion for Christ, children and families; who seeks to encourage and empower others to invest their energies in innovative Spiritual Growth and Development ministries for children (birth to 5 <sup>th</sup> grade). Specifically responsible for vision, leadership, and spiritual growth and development aspects of Children and Family Ministry.	
<b>Expectations</b>	
<ul style="list-style-type: none"> <li>• Develop a seasonal ministry calendar, which cultivates the spiritual formation of children and parents and provides opportunities for intergenerational ministry, including family service projects.</li> <li>• Joy and prayer filled leader who understands and projects the mission, vision and values of Westminster into Children &amp; Family Ministries enabling participants to <i>Know Christ and Make Christ Known</i>.</li> <li>• Visibility during weekend worship, attend weekly staff meetings and leadership retreats.</li> <li>• Oversee the selection and ordering of curricula and supplies for pre-school through 5<sup>th</sup> grade for children’s programs including Sunday morning, mid-week, seasonal programs and retreats.</li> <li>• Responsible for screening and training persons desiring to volunteer with children in accordance with the Child &amp; Youth Protection Policy and other policies of Westminster Presbyterian Church; empowering and equipping them for Spiritual Growth ministries.</li> <li>• Supervise and direct the planning and implementation of Vacation Bible School.</li> <li>• Coordinate room and equipment needs for ministry initiatives.</li> <li>• Provide leadership skills that will utilize a cooperative, collaborative team leadership style with the Children’s Spiritual Growth team and other teams within the church.</li> <li>• Maintain accurate Sunday school student rosters in conjunction with office staff.</li> <li>• Responsible for Children &amp; Family Ministry budget and projected planning.</li> <li>• Supervise Childcare Coordinator.</li> <li>• Perform other duties as assigned by Associate Pastor of Spiritual Growth and Development.</li> </ul>	

**Skills and Attributes**

- Understanding of psychological, emotional, social, and spiritual development of children - birth to grade 5.
- Excellent oral, written and electronic communication.
- Creative recruiting and nurturing leadership ability.
- Strong, strategic leadership, planning and organizational ability, able to adapt to growth and change.
- Interpersonal skills with ability to maintain healthy and motivating relationships.
- Experience in children's ministry and faith formation with families (paid or volunteer).
- Christian faith compatible with vision of Westminster Church.
- Working knowledge of Windows-based computers and Microsoft Office.

**Education/Experience**

- Bachelor's degree or equivalent, teaching and/or Christian Education training preferred.
- Minimum of 5 years commensurate experience preferred

**Benefits**

**Vacation:** 10 Days/calendar year

**Continuing Education:** 5 days and \$1,000/ calendar year

**Medical:** WPC pays 90% of monthly premium for employee

**Dental:** WPC pays 50% of monthly premium for employee

**Sick Leave:** 6 days/calendar year

**Flexible Spending Account:** (FSA) available for healthcare and dependent care

**Matching 403(b) coverage:** WPC will match 100% up to 4% of employee salary

Interested candidates can submit their resumes to [csg@westminsterpc.org](mailto:csg@westminsterpc.org)