



Job Description: Director of Children's Programming

Responsible to: SPR Committee/Pastor

Currently held by:

Annual Job Review: Spring

Job Expectations:

- Demonstrate dedication to Crossgates MC beyond merely being an employee
- Participate in Staff Meetings, Min. Leadership Team meetings, and other meetings as needed
- Work alongside the rest of the staff for all major church-wide events including special worship services (Ash Wednesday, Holy Week, Easter, Christmas etc.) and other events (VBS, Trunk or Treat, etc.).
- Provide children's ministry programming that helps to create disciples of Jesus Christ which includes the following:
 - Determining the classes and activities needed for children birth-sixth grade for Sunday mornings (SS) and nights (currently 5-6 pm) and Wednesday Family nights (currently 5:30 meal and 6 – 7 pm program)
 - Selecting curriculum for age-level Christian Formation classes
 - Help pastor and acolyte volunteer recruit and schedule acolytes
 - Help pastor recruit and schedule volunteers for children's moments for the worship service.
 - Help Pastor plan and organize a confirmation class for the 6th graders of the church.
 - Selecting a VBS director; choosing curriculum to be used; planning the schedule for VBS, etc.
 - Communicate well with the kids, parents, and congregation about upcoming programs, events and activities.
 - Plan special activities for kids throughout the year, but especially during the summertime
 - Ensure Safe Sanctuary guidelines are met for all activities
 - Collaborate with youth minister to grow opportunities for family ministry encouraging & engaging families.
- Additional requirements or duties include, but are not limited to, requests made by the Pastor for the care and support of the ministry.

Skill Expectations:

- Strong and growing personal commitment to Jesus Christ and the church.
- A commitment to continue to read, learn, and grow around best practices for teaching and learning
- Committed to the values and vision of Crossgates MC
- A love of working with children and families and an ability to relate the Gospel message to children
- Organizational skills and Communication skills
- Team oriented and able to work well with others. Have a cheerful demeanor.

Preferred:

Degree in education or 3-5 years of experience working with children.

Other information:

Salary: \$20,000 a year for flexible 15-20 hours a week

Part time employee and will follow personnel policies and procedures.