

Gaithersburg Presbyterian Church (GPC)
Director of Children's Ministries
Full-time position

Mission

To develop a comprehensive program of education and nurture for children.

Responsibilities

In consultation with the Associate Pastor for Nurture and the Children's Steering Committee, the Director of Children's Ministries will:

Leadership Development:

- Staff the Children's Steering Committee and recruit new members for it.
- Train leaders and teachers with emphasis on spiritual growth and team building, lesson planning and teaching techniques, and policies and procedures related to GPC
- Regularly monitor volunteer staff's work and keep job descriptions current for children's ministry activities
- Supervise paid Nursery care provider

Program Development:

- Identify and research appropriate curriculum for children's programs
- Coordinate and oversee the Sunday morning children's programs and Vacation Bible School
- Assist Senior Pastor in developing occasional special family worship services
- Identify, assess, and develop new programs for children with the following outcomes in mind: spiritual development; biblical literacy; community building; community outreach, and family faith development
- Oversee provision of care for infants and toddlers in the Nursery during Sunday morning worship

Administrative Functions:

- Develop and maintain a budget for children's ministry
- Coordinate purchasing of supplies, program publicity, marketing tools and audio-visual equipment for children's ministry
- Maintain attendance records of Sunday morning children's program

Relationship and Accountability

The Director of Children's Ministries reports to the Associate Pastor for Nurture, Senior Pastor, the Nurture Ministry and Personnel. He/she also maintains a close working relationship with the rest of the staff, the GPPK Preschool Director, and the congregation. The Director also attends staff meetings and Session retreats, works with the pastors and other program staff in strategic planning and allocates sufficient time for personal and professional development

Qualifications

Bachelor's Degree (preferably in education) from an accredited institution; teaching, supervisory and administrative experience in Christian Education; strong interpersonal skills; strong mature Christian faith.

Evaluation

The Associate Pastor for Nurture will conduct a written performance review annually, overseen by the Senior Pastor.