

## **JOB DESCRIPTION – CHILDREN’S MINISTRY SENIOR MANAGER VIENNA PRESBYTERIAN CHURCH**

### **ADMINISTRATIVE**

UPDATED: June 16, 2021

POSITION TITLE: Children’s Ministry Senior Manager

CLASSIFICATION: Full-time, Exempt, Salary

REPORTS TO: Next Generation Ministry Director

DIRECT REPORTS: CM Manager, Childcare Manager, Summer Interns

### **SUMMARY OF THE POSITION**

The Children’s Ministry Senior Manager needs to be a highly relational, outgoing, and energetic person who has a heart to be in the community reaching those outside the church as well as leading those in the church. This position is directly responsible for leading the Children’s Ministry (preschool – sixth grade) at Vienna Presbyterian Church while equipping and encouraging parents to be actively involved in the spiritual growth of their children at home. This position is also responsible for assessing the Children’s Ministries’ scope and implementing a curriculum and teaching plan that brings the scripture to life in a way that children can understand, giving children with opportunities to explore their faith in a safe, nurturing, and engaging Biblical environment.

### **MAJOR TASKS, DUTIES AND RESPONSIBILITIES; ESSENTIAL FUNCTIONS**

- Provide vision, goals and strategic direction for Children’s Ministry through the lens of VPC’s mission statement
- Outreach to families in the larger community, creating a vision and plan to bring them to the church
- Supervise the Children’s Ministry Manger and Childcare Manager
- Oversee the planning and execution of spiritual formation opportunities through education and programming for preschool through sixth grade
- Manage and oversee all curriculum for infants through 6<sup>th</sup> grade
- Lead Doorways to Worship at one of the two Sunday Morning services, CM Manager to take the lead for the other service
- Directs the monthly preteen Club, VBS, Music and Drama summers camps, and the Pre-Teen Summer Mission Project
- Teaches the annual Sacraments class for children and adults
- Direct parent partnership efforts for all of Children’s Ministry
- Strategize with Student Ministry to ensure smooth transition from Children’s to Student Ministry

- Develop the annual Children's Ministry budget and manage yearly spending
- Facilitate Children's Ministry staff meetings
- Recruit, mentor and train the Children's Ministry Summer Interns
- Oversee Church Protection Policy for all of Children's Ministry

In partnership with the Children's Ministry Manager and Childcare Manager:

- Recruit, train, manage, and mentor Ministry Partners
- Regularly observe all Sunday Morning Learning Community classes to provide Ministry Partners with encouragement and feedback as well as ensuring that the teaching teams are meeting the goals of the Children's Ministry scope and adhering to the Church Protection Policy
- Attend VPC, CM, and Next Gen staff meetings and other meetings as required
- Coordinate children's components for church-wide intergenerational events
- Seek opportunities to engage in community events for children and families
- Assist with other Next Gen Ministry team efforts as needed and delegated
- Serve as a resource for parents to help them nurture their children's spiritual growth and tend to their developmental needs

## QUALIFICATIONS

- An articulated faith in Jesus Christ with the ability and willingness to share personal faith with others through example, sharing, and teaching
- Love for children and deep commitment to their physical, emotional, and social needs to ensure faith development
- Enthusiastically affirm and be guided by the values, vision, and mission of VPC
- Sound Biblical knowledge and the ability to translate it to children
- Experience with writing or adapting curriculum
- Bachelor's degree and at least five years of relevant experience
- Possess working knowledge of the stages of child and faith development
- Managerial and organizational skills, including attention to detail
- Basic proficiency of Microsoft Office, including Word, Excel, PowerPoint, and Outlook
- Database experience a plus
- Ability to recruit, screen, train and supervise volunteers and direct reports
- Strong communication skills
- Extensive experience teaching and/or public speaking
- Able to manage large groups of children and provide volunteers with training in this area
- Good relational and interpersonal communication skills
- Able to work during core office hours as defined by the Next Generation Ministry Director
- Able to follow and implement VPC's Church Protection Policies and Procedures effectively
- Actively seeks professional growth opportunities
- Takes responsibility for continuing spiritual growth
- Possesses a good driving record for offsite events