

## **Director of Children's Ministry- Job Description**

The Georgetown Presbyterian Church

3115 P Street NW

Washington, DC 20007

[www.gtownpres.org](http://www.gtownpres.org)

**Job title:** Director of Children's Ministry

**Date:** May 2024

**Reports to:** Associate Pastor

**FLSA Status:** Non-Exempt

**Hours:** 15 hours

### **Summary:**

The Children's Ministry Director coordinates and oversees programming for GPC children, youth and families, coordinates teacher training, oversees curriculum development, monitors program budgets and meets regularly with pastors and program leaders to ensure programming is aligned with the church's mission and goals.

### **Duties and Responsibilities:**

1. Coordinate and oversee programming for GPC youth and families including but not limited to: Nursery, Young Children in Worship (YCW), Sunday School, Children's Church, Music Programming with Ms. Regina, including Sunday mornings and Music for Tots, Confirmation, Youth Group, and special events (Bible Sunday, Youth Sunday, Pancake Breakfast, etc.)
2. Coordinate teacher training with leaders and volunteers as necessary.
3. Oversee curriculum development for youth programs.
4. Meet regularly with Associate Pastor to ensure youth programming is aligned with the programming, mission and goals of the church.
5. Meet regularly with program leaders to evaluate each program's needs and goals.
6. Work with the Children's and Family Ministry Committee of the Deacons to coordinate volunteers for programming.
7. Work with the Staff and the Children's and Family Ministry Committee to ensure that children and youth are involved in the full life and ministry of the church, including finding opportunities for worship leadership, participation in mission, and serving as volunteers.
8. Coordinate worship leadership opportunities for children and youth, such as the Christmas Pageant, support Youth Sunday alongside Youth Leaders, and Advent Readers.
9. Maintain updated records of GPC youth and families (ages, grades, member/non-member).
10. Maintain updated background checks (within 5 years) for any volunteers who regularly work with youth, including confirmation mentors.

11. Serve on the Children's and Family Ministries Committee, and coordinate meetings with the chair.
12. Serve as a liaison to GPC youth and families.
13. Regularly monitor the Children's Ministry budget.
14. Coordinate weekly email newsletter to families.
15. Perform other related duties as necessary.

**Skills:**

1. Demonstrated rapport with children, youth and families
2. Knowledge of Children and Family Ministry curriculum and training practices
3. Advanced oral and written communication skills
4. Time management and organization; ability to meet deadlines
5. Ability to recognize and be responsive to the needs of children, families, fellow GPC staff and volunteers
6. Proficiency with Microsoft Word, Excel, PowerPoint and Outlook and Internet applications

**Required Education and Experience:**

Bachelor's degree in education or related field or five years of relevant experience.

**Physical Requirements of the Job:**

- Ability to sit or stand at desk working for extended periods of time.
- Ability to communicate verbally, in person and by telephone, with colleagues and church members in church meeting spaces and in other settings as necessary to accomplish the objectives of the role.
- Ability to use a computer and communicate via the internet with colleagues and church members.
- Ability to lift and carry materials up to 15 lbs. for classroom lessons, program elements and special events.

This job description should not be considered all-inclusive. It is merely a guide of expected duties. The employee understands that the job description is neither complete, nor permanent and it may be modified at any time. At the request of their supervisor, an employee may be asked to perform additional duties or take on additional responsibilities without notice.

**Interested Candidates are encouraged to reach out to Aaron Davis, Chair of the Children's and Family Ministry Committee, for more information: [aaroncdavis@gmail.com](mailto:aaroncdavis@gmail.com)**