

WHITE MEMORIAL PRESBYTERIAN CHURCH

Raleigh, North Carolina

Director of Young Children's Ministry

Reports to: Associate Pastor of Family Ministry

Effective:

Directly Supervises:

Status: Part-Time (75%)

FLSA: Exempt

Job Summary

The Director of Young Children's Ministry organizes and coordinates a variety of activities for children ages birth through the Kindergarten year in the church. Work includes overseeing the enlistment of volunteer teachers and staff, supervising the young children's Sunday school activities, and organizing and conducting workshops for their teachers. Work may include program design and development for the nursery and preschool/kindergarten divisions.

Essential Functions:

- Plans Sunday School programs for younger children including overseeing recruitment of caregivers and teachers, development of curriculum and resources, training of volunteer staff, direct participation or teaching of classes, and problem solving and administrative support of the programs.
- ***New*** Provides a ministry of presence on Sunday mornings for children, families of children, and children's ministry volunteers.
- Oversees the utilization of bulletin boards in younger children's classrooms and some in hallways of the Education Building.
- Develops and strengthens ties with families, parents, and guardians of younger children.
- Prepares budget requests and forwards to supervisor for input into total education budget.
- Plans and rehearses activities for special programs and services for younger children.
- Attends staff meetings and some presbytery support functions for younger children.
- Encourages and enables involvement of younger children in the total ministry of the church through programs and activities.
- ***New*** Serves as a staff support to Growing Families diaconate team.
- ***New*** Oversees nursery childcare during worship services.
- ***New*** Occasionally leads Chapel for WDS (at WDS Director's request) and Children's Time in Sunday worship.
- Maintains supply closets and resource materials for volunteer staff for younger children.

Other Responsibilities:

Performs related duties as requested

Minimum Qualifications:

Graduation from a four-year college or university with a major in education, psychology, or related field and experience in planning and organizing children's programs in a church environment; or an equivalent combination of education and experience.

Core Competencies:

Attention to Detail: Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.

Creativity and Innovation: Generates new ideas makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.

Compassion and Care: Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence; demonstrates appropriate and bounded expressions of care.

Priority Setting: Spends his/her time and directs the time of others to what is important; quickly zones in on the critical issue and ignores or minimizes distractions; can sense what will help or hinder accomplishing a goal; eliminates roadblocks; demonstrates focus.

People/Volunteer Management: Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.

Relational: Values maintaining and developing relationships with others; understands the value of time and presence in building relationships; seeks to help others in the development of relationships within a larger community.

Motivating Others: Creates a climate in which people want to do their best; can motivate employees, volunteers and members; empowers others; invites shared input and decision making; makes each individual feel that his/her work is important.

Hospitality/Accessibility: Generates a sense of hospitality and or accessibility by his or her very presence; communicates a sense of availability, warmth, openness and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and connection in the life of the congregation.

Spiritual Maturity: Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy or purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.

Teaching: Designs effective lesson plans and facilitates learning experiences in both small and large group settings; selects teaching topics that are relevant, provocative and contribute to a deeper understanding of scripture, theology and spiritual practice; uses a variety of teaching topics to maintain interest and build connection.