

## Sharon Community Presbyterian Church

### Director of Children's and Family Ministry Position Description

November 2022

<b>Position Title:</b>	Director of Children's and Family Ministry
<b>Reports to:</b>	Pastor, Head of Staff
<b>Status:</b>	This is a salaried, non-exempt position
<b>Compensation:</b>	\$15,600 annually (\$1,300 monthly) with 6 Sundays paid vacation – the Sunday after Easter, the Sunday after Christmas, plus four weeks of your choosing with the Pastor's approval.
<b>Hours:</b>	Estimated 15 hours per/week. Office hours are flexible. Presence at worship services, special events and meetings is mandatory.

#### **Position Overview:**

The Children's and Family Ministry Director is charged with the spiritual nurture and formation of Sharon Community Presbyterian Church's children for Sunday programming, worship and special events.

#### **Responsibilities:**

- 1. Developing Children's Formation on Sundays:** Traditionally, this position has planned, organized, and administered children's formation for Sunday mornings. During Covid years, this took various forms. Presently, we are just resuming a regular adult formation hour from 9-10 a.m. and offer child care during this time. This position would actively discern where God is leading children's programming and gradually develop a children's formation hour.
- 2. Children's Message during Worship (10:30 a.m.):** Create a weekly children's message based on the weekly scripture/message/theme presented in worship.
- 3. Children's Church (10:30—11:30 a.m.):** Children's Church is currently the primary Christian Formation hour and functions as a "one-room school house" for school-aged children. This position typically utilizes a children's church or formation curriculum and can include music, arts and crafts, recreational, missional or other planned activities. The goal for this time is to provide Christian education to children and inspire Christ-like values of sharing, caring, and generosity.
- 4. Special Events for Kids and Family:** Plan, organize and facilitate monthly fellowship engagements for children and families. These events range from off-site gatherings to on-site special events to supplemental activities for children and families during all-church events or the holy seasons.

## **5. Leadership:**

- Lead the Children/Family Formation Committee
- Manage Nursery Workers
- Liaise with the Session
- Communicate through email, newsletters, seasonal fliers, bulletin boards, web page, and other electronic mediums to connect with families and inform the congregation about C/F ministry and programming.
- Build relationships with children, families, and volunteers; offering the love and compassion of Christ and allowing God to deepen relationships and create purpose and meaning among God's people.
- Manage the budget: Work with the Children/Family Formation Committee on ministry and budgetary needs and management.

**6. Best of your gifts and abilities:** The right candidate for this position will be able to make the best use of their gifts and abilities for the development and furtherment of C/F Ministry at SCPC. We recognize that God gifts all of us variously and would like to support you in the development and application of your gifts in Christ's church.

## **Professional Qualifications:**

- Preferably have an educational background and/or experience teaching in ministry, early-childhood, primary or secondary education, music, or fine arts.
- Ability to plan and facilitate engaging, age-appropriate activities for children.
- Strong organizational and effective communication skills. Proficient in MS Office and digital media platforms.
- Flexible and creative problem-solver.
- Must pass all state and federal required background checks and clearances.

## **Personal Qualifications:**

- Demonstrate Christian discipleship through mutual respect, compassion, mercy, kindness and generosity.
- Possess a genuine love of children, the heart of a teacher, patience and sensitivity.
- Ability to listen and work with families, staff, and volunteers.
- Physically capable of sustained activity.

## **Contact Information – Interested candidates may send a resume by mail or email**

**to:** Dick Shirra – Personnel Committee Chairperson  
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