

Severna Park Evangelical Presbyterian Church
Position Description: Director of Children's Ministry

Employment Classification: Full-Time

Reports to: Executive Director

Summary

The Children's Ministry Director is responsible for the church's ministry to children (birth to 11-years-old), and their families, with the express purpose of teaching children about the greatness of God. The ministry also strives to equip parents and their supporting communities to shepherd young hearts for Christ. Oversight includes the general Children's Ministry program as well as related ministries: Nursey, Children's Chapel, Children's Sunday School, CSB Stockade, CSB Tree Climbers, Pioneer Girls, and Adventure Week (VBS).

Required Personal Qualifications

The Children's Ministry Director must demonstrate maturity in Christ, a love for God, a love for God's kingdom and its advancement through the local church. In addition to a love for Jesus and a passion for ministering to kids and their families, the applicant should meet the following qualifications:

- **Understanding Leader:** Able to enact program innovation while treating past practice with dignity, and able to plan with respect to diversity in families (family make-up, neurodiversity, parenting styles and preferences, etc.)
- **Gifted Teacher:** Able to relate Biblical truths to children of varying ages, through formal and informal teaching. Also able to partner with parents in their efforts to disciple their children
- **Collaborative Partner:** Able to interface with office staff, lead volunteers from different backgrounds and generations, and communicate well with the larger church population
- **Organized:** Able to keep track of logistics and administrative tasks efficiently
- **Self-Motivated and Well-Balanced:** Able to work independently and in teams to maintain programs and execute events. Equally important, the applicant should be able to balance work, worship, and rest, as the position's responsibilities include Sunday morning responsibilities

Desired Personal Experience

- Bachelor's degree
- Experience working with children and volunteering in a church setting
- Willingness to make a year's long commitment to the ministry
- Member in good standing of a gospel-centered church, and a willingness to come under the oversight of the Elders of SPEP

Responsibilities and Duties

Including, but not limited to:

- Administrative Tasks: Event planning, maintaining budgets, and communicating with volunteers
- Ministry Support: Being present and available to support Sunday morning ministries, recruitment, assisting with curriculum, occasionally attending ministry meetings and events on weekday evenings, and meeting with ministry leaders and volunteers
- Volunteer Management: Onboarding, retention, and providing training (resources and workshops)
- Family Support: Creating meaningful connections (contact work) and providing materials and resources throughout the year
- Large Seasonal Tasks: Adventure Week, Fall Kick-off, Christmas Program, etc.
- Managing Education Center classrooms and supplies