

General Information:

Job Title:	Director of Children and Family Ministries Salaried, Part-time exempt position – 20 hours a week
Location:	Saxonburg Memorial Presbyterian Church 100 W. Main Street Saxonburg, PA 16056
Website:	www.Saxonburg.org
Reports to:	Christian Education and Senior Pastor

POSITION SUMMARY:

- To develop, implement, and direct an effective Children and Family Ministries program. Encourage growth through education, relationships, and community involvement.
- Partner with parents, the congregation, and other church leaders to build up our families through Christian discipleship within SMPC and the greater community.

DUTIES AND RESPONSIBILITIES

- Develop & administer the Children's Ministry Program for all children through 8th grade.
- Assess educational needs for various ages, setting goals for education and developing programs and activities to achieve those goals and meet identified needs.
- Recruit, train, and mentor volunteers, teachers and/or leaders for all Children's Ministry programs and equip to be disciples of Jesus Christ.
- Develop & Direct community outreach programs such as Vacation Bible School and other special events through the year according to church calendar. Develop a strategy/campaign to increase annual attendance of VBS over the previous year.
- Maintain a visionary attitude to develop and initiate new and innovative programs within the church.
- Lead or staff Children's Sermon at 10:00 a.m. service and arrange for supervision of Children's Church year-round.

- Ensure attendance is taken at Sunday School each week by directing Sunday School Teachers and helpers. Maintain a Master List/Spreadsheet of children on roles and those involved in all church activities (including parents contact information, both phone and email, and date of birth for all children in each family).
- Encourage family involvement at community events, i.e., Mingle, Light up Night, Carnival.
- Annually present written budget recommendations for Children and Family Ministries to the Senior Pastor by October of each year. Responsible to manage annual budgets for the purchase of supplies for programs/events, activities, and teaching resources. Receipts are required to be provided to the Business Manager.
- Attend Staff Meetings and Christian Education meetings.
- Communicate with the congregation via the announcements, church newsletter, and Sunday bulletins concerning activities and events.
- Active participation and regular attendance in activities of the SMPC congregation.
- Keep track and record daily hours on a weekly basis and report biweekly.
- Responsible for the safety of the children.

POSITION REQUIREMENTS

Education and Training:

- BA degree or equivalent work experience in Education or Church work.
- Obtain and maintain appropriate State and Federal clearances in compliance with Act 153.

Skills and Knowledge:

- A fully committed believer in Jesus Christ who will challenge and lead our congregation in faithfulness and under the authority of Scripture, the Word of God.
- Organizational, leadership and communication skills to effectively interact with the congregation, volunteer staff, church staff and various church boards.