

**OAKLAND AVENUE PRESBYTERIAN CHURCH**  
**421 Oakland Avenue**  
**Rock Hill, SC 29730**

**Staff Title:** Director of Children's Ministry (non-ordained)

**Purpose:** To develop and direct Christian faith formation for children, ages birth through elementary school, and their families, within the overall ministries of Oakland Avenue Presbyterian Church.

**Hours and Salary:** \$30,000, up to 30 hours a week.

**Accountability:** Senior Pastor / Head of Staff

**Responsibilities:**

***FORMATION IN THE HOME EMPHASIS***

- Equip and encourage parents and families for Christian Formation in the home. This is a new emphasis supported by the pastors and Christian Education Committee. It will require ongoing attention, culture change, and as-yet-to-be created tasks. Initial ideas include sharing print and online resources, regular check-ins, and regular communication.

***EFFECTIVE CHILDREN'S MINISTRY***

- Recruit, train, supervise, and encourage adult leaders
- Actively build relationships with children and their families
- Develop, coordinate, and lead with adult leaders:
  - Sunday School and Discipleship Small Groups
  - Kid's Kirk (Children's Church) program
  - Vacation Bible School
  - Special activities for children, such as Easter Egg Hunts, retreats, and mission trips
  - Other ministries, as they evolve.
- Communicate sensitively and effectively with children, families, staff, and congregation regarding activities

***COLLABORATION WITH PASTORS, STAFF, AND CONGREGATION***

- With the Youth Director, be co-liaison with the Christian Formation Committee
- Collaborate with the Coordinator of Children's Music for calendaring, programs, themes, fundraising, and events.
- Coordinate adult leaders for all programs and activities
- Plan and maintain the Children's Ministry budget
- Train adult leaders in the OAPC Safe Space Policy
- Attend staff meetings

***ADDITIONAL SERVICES AGREEMENT***

- Perform any other duties or tasks that may fall within the scope of this position description, but may not be directly described herein, as discussed, negotiated, and agreed to with the Head of Staff.

***COMPETENT PROFESSIONAL STAFF CONDUCT***

- Function as a member of a staff team whose overriding responsibility is to accomplish the church's mission as defined by the Session.

## **ADDENDUM: Revised 4.20.20**

### **Desired Qualifications**

#### **General:**

1. Evidence that the applicant exhibits attributes of a Christian who is mature in faith and committed to participation in church programs.
2. Demonstrated passion for and ability to work with Elementary and younger children.
3. Evidence of the ability to work well with other staff and volunteers to develop an exciting and engaging ministry.
4. Strong organizational skills.
5. Evidence of strong communication skills with children, parents, and other adults.

#### **Specific experience/training/skills/attributes:**

1. Bachelor's degree preferred, but willing to consider candidates with relevant experience.
2. Experience in leading ministry with children, preferably in a Presbyterian Church (USA) congregation.
3. A working understanding of Reformed Theology and Presbyterian principles.
4. Skills and personality traits to energize and lead children in faith formation.
5. Skills and personality traits to energize and build children's programs.
6. Proficiency with technology and social media in multiple platforms.