



Three Chopt

PRESBYTERIAN CHURCH

— *an inviting family of compassion* —

Interim Director of Children's Ministries

Overview

The Interim Director of Children's Ministries is responsible for working with staff and volunteers in the planning, organizing, and directing Children's Ministries at TCPC. The Director of Children's Ministries promotes a culture of valuing children, creates opportunities for children to know and love Jesus, and ensures that our children are considered and included in the life of the congregation. This position as interim would continue from August 1, 2020 to January 15, 2021 with the option of possible renewal based on fit and call of the director.

Responsibilities

1. Provides oversight and direction of Sunday morning children's activities: Sunday School, Children's Worship, childcare and periodic worship classes.
2. Provides oversight and direction of monthly and seasonal activities: Fun and Faith on Fridays, Music and Mission, Rally Sunday, Easter, Christmas pageant, Vacation Bible School (VBS), and special events.
3. Assists Children & Families (C&F) Ministry Team as they recruit and train volunteers.
4. Participates in the life and worship of the congregation.
5. Serves as the staff resource for C&F and participates in ministry team meetings.
6. Participates in weekly on-site staff meetings.
7. Performs other duties as assigned and proactively looks for opportunities to serve.
8. Ensures compliance with the Child Protection Policy.

Required Skills/Experience

1. Education and training in Christian Education, Childhood Education, or equivalent experience with similar responsibilities.
2. Committed Christian who understands the mission of the church.
3. Genuine interest in responding to the hopes, needs, and concerns of children in the community.
4. Excellent interpersonal and verbal communication skills.
5. Ability to work both independently and as a part of a team.
6. Organizational skills to prioritize and to meet schedules.

Reporting Relationship
Reports to Pastor / Head of Staff

Schedule

August 1 - January 15, 2021

Part-time - **20 hours a week**, flexible work hours including Sunday morning worship, Sunday school and children's activities. Compensation: \$20/hour

Other Considerations

Each member of the Ministerial and Support staff of Three Chopt Presbyterian Church should keep in mind the spiritual nature of church work and conduct himself/herself accordingly at all times. This requires maintaining confidential information and sensitivity when working with pastoral concerns, financial and other sensitive information. Appropriate dress is required by each staff member and reasonable business attire is worn unless otherwise advised by the Pastor. The nature of church work requires close association, cooperation and collaboration among all staff members.

Contact:

Rev. Christopher Tweel, Head of Staff; christopher@threechoptchurc.org