



REDEEMER PRESBYTERIAN CHURCH JOB DESCRIPTION

POSITION: Children's Ministry Director — Lincoln Square

FLSA STATUS: Exempt **BAND:** 7

DEPARTMENT: Children's Ministries

REPORTS TO: Lincoln Square Site Pastor

DATE: March 1, 2017

HOURS WORKED: Part-Time about 25 hours (Must be available to work on Sundays)

POSITION SUMMARY: Oversee and build the Family Ministries of Redeemer Lincoln Square (LSQ) with a particular focus on Children's Ministry (CM). Develop and grow the volunteer base of the Children's Ministry and act as a liaison between WS and LSQ family ministries. Sunday work is required.

JOB DESCRIPTION:

1. Program Development and Family Ministry Vision

- Work alongside the Lincoln Square Pastor to build and develop a vision for Family Ministries at RedeemerLSQ.
- Build and manage all Lincoln Square Children's Ministry and Family Ministry programs, and establish a 5-year strategic plan for implementation of programs and ministry development.
- Follow Redeemer's vision and strategy with the full and part-time staff members, and volunteers, as well as with program and curriculum development.
- Work closely with the West Side (WS) CM Director and team to build healthy relationships between the two programs and continue partner programs such as KCG, Birthday Party for Jesus, and Vacation Bible School.
- Work closely with the WS Youth Ministry team to build healthy relationships between the two congregations and encourage Youth involvement from LSQ.
- Oversee the implementation and update of new curriculum as needed.
- Communicate with other ministry partners such as operations to maximize resources and reach the year's ministry goals.
- Develop and lead organization of events for families and Children's Ministry. (i.e. Apple Picking, Birthday Party for Jesus, Easter family event, VBS, conferences, retreats, and service projects).
- Lead 'Days of Prayer and Planning' for the CM team and volunteers.
- Develop family newsletter.

2. Children's Ministry Volunteer and Staff Management

- Manage full and part-time staff members who work in Children's Ministry at LSQ.
- Coordinate and manage volunteers for Sunday service.
- Create and update the CM operation and training manuals.

- Provide spiritual direction and encouragement to the full and part-time staff members, and volunteers.
- Work with the WS, ES, and DT CM Directors to develop plans for continuing education and coaching for staff members in the following areas:
 - Healthy team dynamics
 - More effective service and focus of their time
 - Cultural trends and issues
 - Developing and training lay leadership
- Provide ongoing preservice and in-service training for volunteers.
- Meet regularly with full and part-time Children's Ministry staff members to review the church, and ministry goals.

3. Relationship-Building and Advocating for LSQ Families

- Function as an appointed person from the CM ministry to engage with families, children, full and part-time staff members, and volunteers.
- Provide resources for parents.
- Advocate for families at Redeemer by attending global meetings.
- Represent Children's Ministry (staff and families) at Redeemer events (i.e. leader meetings, staff lunches).
- Strengthen relationships with other ministry departments.
- Build and maintain relationships with parents and area mom's groups.
- Communicate regularly with parents.

4. Operations and Administration

- Oversee, track, and manage operating budget for all programs, personnel, materials, and meetings
- Assist the child care workers' payroll: supervise the payroll, and childcare workers on Sundays, administrative childcare for special events (i.e. Town Halls, leader gatherings, Good Friday services, retreats, etc.)

QUALIFICATIONS:

- Need to embrace Redeemer's vision and have a gospel-oriented heart for New York City. Heart for God, the reformed faith, families and children.
- Minimum four year undergraduate degree
- 3-5 years of experience as a Children's Ministry Director a plus
- Must have ministry experience and previous work experience managing and shepherding people
- Must be a team player
- High capacity for working on multiple projects and towards multiple goals at once.
- Strong problem solving and decision-making skills.
- Excellent communication and customer service skills.
- Ability to deal with demanding and challenging people and adapt to changes and maintain professionalism during crisis or any unexpected situations.
- Strong interpersonal and organizational skills
- Proficient in MS Office applications and the Internet