



REDEEMER PRESBYTERIAN CHURCH

Position: Children's Ministry Manager, Redeemer East Harlem

FLSA Status: Exempt

Band: 6

Department: Children's Ministry, Redeemer East Harlem

Reports to: Site Pastor, Redeemer East Harlem

Hours worked: Part-time (currently 8-10 hours to begin but with potential of increase with the growth of the church), work on Sundays

Date: September, 2019

Position Summary

Direct and oversee the Children Ministry of the Redeemer East Harlem (REH) congregation (average of [TBD] children each week). This includes managing volunteers, program and events, and meeting with families. A brief, temporary training period may be required.

Job Description

Managing REH Children's Ministry (CM) volunteers and staff

- Oversee current volunteers
- Implement vision and strategy with staff members and volunteers
- Provide spiritual direction, encouragement, and professional development to volunteers
- Provide ongoing pre-service and in-service (and at rare times, post-service) training for volunteers
- Meet regularly with Children's Ministry staff and volunteers to review ministry goals and expectations

Responsible for managing all CM programs and ministry to families and children

- Implementation of current curriculum
- Track inventory and request needed materials
- Represent Children's Ministry (staff and families) at REH events
- Interact with other ministry departments as applicable
- Develop and lead organization of events for families and Children's Ministry. This is seasonal, would require additional weekly hours, and thus compensated

Engage with families, children and volunteers

- Communicate regularly with parents; includes writing a couple paragraphs for a monthly newsletter
- Build and maintain relationships with parents and area mom's groups

Future Goals (as the ministry grows and hours increase)

- Oversee staff
- Build outreach/evangelistic plans for families in the community



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- Discover ways to integrate in the neighborhood oriented organizations and projects
- Oversee and create new curriculum as needed
- Oversee family classes and discipleship
- Provide family resources and classes
- Build and maintain relationships area mom's groups

Qualifications

- Need to embrace Redeemer's vision and have a gospel-oriented heart for New York City, especially East Harlem. Heart for God, the reformed faith, families and children
- Strong problem solving and decision-making skills: ability to deal with demanding and challenging people and adapt to changes and maintain professionalism during crisis or any unexpected situations.
- Excellent communication and customer service skills.
- Strong interpersonal and organizational skills.
- Due to the nature of being a church plant, creativity and flexibility are essential.
- Minimum four-year undergraduate degree preferred
- 3-5 years of experience in children's ministry plus.
- Must have ministry experience and previous work experience managing and shepherding people.
- Must be a team player.