

Director of Children's Ministries

Basic Function

The Director of Children's Ministries provides leadership for ministries to and with children at Third Reformed Church. This involves directing and coordinating the Christian Education program for three-year-olds through fifth grade, as well as providing continuity in the overall curriculum. Present ministries include oversight and/or staffing of:

- a) Children's Worship Center
- b) Church School for three-year-olds through fifth grade students
- c) Nursery care
- d) Vacation Bible School or alternative
- e) Meet with interested parents and members of Third Reformed Church to work on an overview and "big picture" for Children's Ministries at Third Reformed Church.

Specific Responsibilities

- a) Recruit and serve as resource person to Worship Center leaders and Church School teachers.
 - Design instructional groupings for church education
 - Provide Church School teachers training/orientation in late summer or fall.
 - Provide on-going support for teachers (i.e.: provide techniques for teaching; participate in the development, use, and evaluation of curriculum materials; express appreciation to volunteers; etc.)
 - Meet with worship center leaders three or four times a year for communication and coordination. Also, send worship center leaders to specific training sessions when appropriate.
 - Provide or recruit leadership for the Summer Worship Center
 - Provide or recruit leadership for the Vacation Bible School or alternative
 - Equip teachers and parents so they may encourage children's participation in some aspect of scripture memorization.
- b) Participate in the planning and implementation of Third's mid-week programming through:
 - Resourcing the children's portion of the program
 - Aiding in recruitment
 - Collaborating with lay and staff leadership
- c) Keep abreast of new developments in the field of Christian Education.
- d) Initiate and oversee the following events:
 - Fall Church School Kick-off
 - Church School offering project: Designate and promote, in conjunction with the Christian Education committee
 - Advent Family Workshop (in conjunction with the Worship and Nurturing Ministry Groups)
 - Presentation of Bibles to third graders
- e) Provide leadership for the following on-going activities:

- Weekly church school classes (make rounds on Sundays, ensuring that teachers and students are settled in; oversee collection of weekly offering)
 - Oversight of Church School rooms, Worship Center rooms, and nurseries to
 - Ensure that appropriate supplies and materials are available. Make recommendations concerning furniture procurement and maintenance when necessary.
 - Maintain an updated substitute list for Church School teachers
 - Review curriculum material in stock and order additional if necessary.
 - Oversee the cradle care program.
- f) Work with the coordinator of the nursery.
- g) Report to and seek feedback from parents and members as appropriate.
- h) Serve as an ex-officio member of the nurturing ministry group.
- i) Stay in communication with the director of the children and youth choirs (who are accountable to the Director of Music).

Supervises

The director of children's ministries oversees the volunteers engaged in the church's educational programs.

Accountability

The director of children's ministries reports to the administrator and works closely with the youth director in planning the church's educational program.

Classification

The Director of Children's Ministry is a regular part-time, exempt position.