

POSITION DESCRIPTION
SECOND PRESBYTERIAN CHURCH
LITTLE ROCK, ARKANSAS

Title:	Director (or Associate Pastor) of Children and Families Ministry
Accountability:	Head of Staff
Compensation:	Per Terms of Call
Status:	Full-time with benefits
Paid Holidays:	Per Personnel Manual
FLSA:	Exempt

Purpose: To provide for the faith development of children and their families; to develop and implement Christian nurture and educational programs for preschool and elementary age children and their families; to be a Christian role model in relationship with a variety of children and their families both in the congregation and the external community.

Accountability: To the Pastor/Head of Staff. Subject to policies and practices of the Personnel Committee as approved by the Session. Annual performance review will be conducted by the Head of Staff in consultation with the Personnel Committee.

Responsibilities

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Children and their Families

- Maintain the focus of ministry with children and their families
- Develop and lead programming for children (preschool and elementary ages) and their families including Sunday morning, mid-week and summer programs
- Develop programs to welcome young children to congregational worship and the Lord's Supper
- Develop and lead programming for families with young children including dinners, events, and retreats
- Support families with young children through major life events
- Invite and welcome new families with young children and integrate them into the life of the church
- Provide leadership to the Children and Families Ministry team as staff liaison

Administrative

- Recruit, train and coordinate volunteers
- Work with volunteers to provide oversight for the Children's Library
- Develop and maintain the "control documents" of the Children and Families Ministry, including volunteer job descriptions, directories, and programming calendars
- Serve as liaison, when necessary, with the Second Presbyterian Preschool
- Work with Director of Communications on publicity for Children and Families Ministry initiatives and on social media presence
- Manage programs within budget, following the church's administrative protocols and procedures

Relationships

- Collaborate with ministry leadership (staff, officers and ministry team members) as needed
- Participate in staff and ministry meetings to hear feedback, provide updates on the ministry area, and work in partnership with other staff and lay leaders
- Provide vision, planning, implementation and evaluation for Children and Families programming in conversation and collaboration with staff colleagues
- Maintain positive, healthy relationships with lay leaders, colleagues, Session and Presbytery
- Coordinate programs with Youth and Children's Music ministries

Other

- Serve as staff liaison and lead planner for the Connections Sunday school class
- Participate in the life of the whole church in pastoral care, education, fellowship, service and worship ministries as needed
- Participate in the life of the Presbytery
- Other duties as assigned