

**POSITION DESCRIPTION
SECOND PRESBYTERIAN CHURCH**

- I. TITLE: Interim Director of Children's Ministry**
- II. PURPOSE:** To provide the primary staff leadership and support for Children's Ministry of Second Presbyterian Church through 2021 Summer
- III. ACCOUNTABILITY:** Accountable to the Associate Pastor for Youth, Young Adults, and Families with Young Children (APYYF), Pastor as head of staff and to the Session.
- IV. RESPONSIBILITIES:**
- A. LEADERSHIP
- To coordinate and unify the children's educational activities of the Church guided by APYYF into an integrated and effective ministry of Christian Education
 - To be a voice of support, encouragement, and safe place for children to grow in faith
 - To work as a collaborative team member with other staff who have responsibilities in education and family ministry
- B. CHILDREN'S PROGRAM
- To organize and direct the Sunday morning Church School, including programs for preschool and elementary Children
 - To order and supervise distribution of curriculum and Christian Education supplies for preschool and elementary programs
 - To maintain a system for keeping attendance records of both students and teachers
 - To give oversight and leadership to other on-going children's programs of the church, including Vacation Church School, Preschool Storytime, and Milestone Ministry
 - To assist with maintaining and providing new ideas for the Worship Stations
 - To effectively communicate about children's programs and offerings through various communication avenues including Facebook, email, text, Instagram, etc.
- C. OTHER RESPONSIBILITIES
- To work with other Program Staff members in planning and coordinating seasonal and other special celebrations in the life of the congregation
 - To serve as an occasional teacher and leader for Bible study (e.g., through the Church School, Family ministry program, retreats, etc.)
- V. RELATIONSHIPS**
- To work with other members of the Program Staff, Children's Ministry, Families with Young Children Ministry, and Children's Music Ministry
- VI. EVALUATION**
- Performance reviews will be conducted by the APYYF, in consultation with Pastor as Head of Staff.