



Director of Children & Youth Ministry

Purpose: To provide leadership in the planning & coordination, administration, supervision & evaluation of all aspects of the children and youth ministry that supports the mission of Elmhurst Presbyterian Church to adopt new programs as they evolve.

Accountability: The Director of Children’s Ministry is accountable to the Pastor, as head of staff, and to the Session and will work in collaboration with Children’s Ministry Committee.

Specific Duties and Tasks

<p>Planning & Coordination</p>	<ul style="list-style-type: none"> • Operate the Sunday school in coordination with the church calendar • Develop and/or purchase Sunday school curriculum, supplies and equipment • Provide lessons, activities and activity folders for use during the sermon time of the worship service • Plan activities for Kids Club and Family Ministry and attend monthly activity for Family Ministry. (September – May) • Implement the current Child Protection Policy and train parents and Sunday School teachers to adhere to its policies and procedures • Coordinate and plan Vacation Bible School and special events. (Including but not limited to the Christmas program, 3rd grade Bible presentation, and Family Art Nights) • Coordinate the Confirmation program to include scheduling, curriculum selection, teaching, and oversight of student service hours and assist in planning the worship service for Confirmation Sunday.
<p>Administration</p>	<ul style="list-style-type: none"> • Monitor the physical needs of nursery (cleanliness, safety regulations, equipment) • Order equipment and materials for nursery, Kids Club and Family Ministry • Provide regular publicity about the Children’s Ministry its activities and units of study including Kids Club and Family Ministry through all forms of media. Including but not limited to: Facebook, church website, display case, monthly bulletins, email, and text messages. • Provide a monthly report to Session together with a monthly newsletter article • Attend weekly staff meetings • Maintain records of attendance, offerings and, where appropriate, birthdays and registration forms for Sunday School, Kids Club and Family Ministry • Maintain expense records for the Children’s Ministry and submit an annual budget request to the Administration Committee.
<p>Supervision & Evaluation</p>	<ul style="list-style-type: none"> • Supervise year round children’s programs from nursery through 8th grade. • Hire and train volunteers for nursery, support teachers and substitutes for Sunday school, summer Sunday school, Vacation Bible School, Kids Club and special events • Evaluate nursery worker attendants, and make appropriate salary recommendations • Stay abreast of prevailing trends, methods, and materials related to Christian Education by attending outside programs, participating in training or other methods.
<p>Youth Programming</p>	<ul style="list-style-type: none"> • Coordinate youth ministry working with lay leadership to develop and maintain youth programming



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Knowledge, Skills, Abilities and Other Personal Characteristics

- Previous experience with children's ministries a plus
- Commitment to the EPC mission to Proclaim, Teach and Serve
- Display and maintain a high level of discretion and confidentiality
- Demonstrated love of children
- Strong personal faith
- Strong organizational ability
- Strong leadership skills
- Proficient communication skills (reading and speaking)
- Competent time management skills

Hours

On average 25-30 hours per week. Elmhurst Presbyterian Church recognizes that responsibilities vary throughout the year. The expectation is that the job responsibilities are completed.

Job Classification

This is an exempt, non-ordained position.

Job Performance

Assessed quarterly in the first year and annually thereafter.