

South Aiken Presbyterian Church-Aiken, South Carolina

“Opening Doors To Serve Christ”



Director for Children's Ministry

Church Overview:

Our church seeks to be a caring family whose mission is “Opening Doors To Serve Christ.”

Our congregation was formed in 1955. Grounded in worship and Christian education for all ages, South Aiken Presbyterian Church (SAPC) is actively engaged in a variety of ministry opportunities in our local community as well as across our state, nation, and world. SAPC is a connectional church part of the PCUSA church located in Trinity Presbytery and Synod of the South-Atlantic. Our membership of 490+ worships traditionally.

We are seeking a full time, **Director for Children's Ministry**.

Purpose:

To nurture and grow faith in children, birth through 5th grade, helping them and their families to become disciples of Christ in God's love.

Job Classification: Exempt

Job Description:

This position provides birth through elementary children of our congregation with opportunities through a variety of ministries and settings for growth in their Christian faith through discipleship, worship, fellowship, and service. This position will work with the Session in planning for, developing, and supervising the educational enrichment of children (birth-5th grade) and their families.

Duties and Responsibilities:

- ◆ Oversee the selection and implementation of curriculum utilizing best practices in child faith development and rooted in the reformed tradition.
- ◆ Plan and implement faith formation opportunities for children and their families following for deeper engagement and understanding of the liturgical seasons (Advent, Lent, Holy Week, Easter, and Pentecost)
- ◆ Responsible for Children's Church resources and scheduling
- ◆ Responsible for Sunday School for children's classes
- ◆ Stay abreast of current trends in Christian Education through reading and study, as well as by utilizing multiple continuing education opportunities
- ◆ Responsible for coordinating children's educational opportunities through mid-week or Sunday night ministries
- ◆ Coordinate the Moment with Children during worship
- ◆ Responsible for the curriculum, staffing and volunteers for Vacation Bible School
- ◆ Staff the Children and Families and Sunday Morning Committees
- ◆ Serve as ex-officio member of the SAPK Committee and act as liaison between church and Kindergarten
- ◆ Oversee Bible Friends AM and PM Ministries and work closely with the Assistant Director to anticipate staffing hires, transitions, curriculum, budgets, and mutually needed projects
- ◆ Cultivate effective communication systems to keep staff, volunteers and parents informed and supported (including social media, website, constant contact, postcards, email, texts, phone, bulletins, and face to face). Keep e-database for reaching out to new families to keep them informed of opportunities
- ◆ Create opportunities for children to participate in worship including but not limited to ushering, World Communion, baptism days, palm Sunday, and Easter procession)
- ◆ Help to call forth, train, and support volunteers, leaders, and teachers of all Children's Ministry ministries
- ◆ Lead worship preparation class for 1st and 2nd grade children
- ◆ Create intergenerational learning programs and fellowship opportunities to promote meaningful relationships between the children and church members of all ages.
- ◆ Plan and coordinate Parent's Night Out
- ◆ Develop and implement policies and procedures to ensure that the Children's Ministry programs and experiences are delivered in a nurturing, safe, and healthy environment. This includes sharing in training for Kid's First Policies
- ◆ Responsible for the procurement of supplies in Resource Room and other spaces for use by Children's Ministry. Responsible for an educational space welcoming of children and their families
- ◆ Maintain accurate budgets and financial forecasts for all children's programs
- ◆ Participate in weekly staff meetings and monthly Session meetings
- ◆ Assist Pastor in visiting young church families involved in Children's Ministry as requested; consult with parents regarding an issue with their child; and consult with pastors if a referral to certified counselors is deemed appropriate
- ◆ Serve as ex-officio member on Long Range Planning Committee or equivalent
- ◆ Collaborate with the Youth Committee to ensure a seamless transition from 5th grade to 6th grade youth ministries

Qualifications:

- ◆ Demonstrate ability to develop an understanding of biblical knowledge and the ability to teach children and their parents
- ◆ Demonstrate ability to create a developmentally appropriate learning environment for children's ministries
- ◆ Demonstrate understanding of Presbyterian creeds, doctrines and church policies
- ◆ Demonstrate ability to use technology in multiple forms to compose, connect, document, and communicate creatively with families and wider church
- ◆ Demonstrate ability to develop effective interpersonal relationships with children and their parents
- ◆ Demonstrate ability to reflect interest and concern to all visitors and members who enter the church
- ◆ Demonstrate ability to organize materials and supplies

Accountability:

Pastor, Head of Staff

Support – Children and Families and Sunday Morning Committees

Professional Qualifications:

- ◆ Knowledge of the Bible, Christian thought and practice, and the Reformed tradition.
- ◆ Knowledge of child development, faith development, and best practices within faith formation for children
- ◆ Passion and skill to teach and lead children and their families
- ◆ Ability to work as an effective and collegial team member
- ◆ Maintain confidentiality concerning financial contributions, pastoral care, counseling and any information about members or friends of the church received directly or indirectly. Maintain appropriate confidentiality and professionalism concerning staff relationships
- ◆ Understanding and ability to work within Presbyterian polity, tradition, faith, and the style of the PC(USA) and the SAPC congregation.

Education and Experience:

Bachelor's degree from accredited college is required; a Master of Arts in Christian Education or certification is desired.

Time and Equipment:

- ◆ This is a full time position with one weekday off.
- ◆ Four weeks' vacation and two weeks' continuing education (four Sundays off, two CE Sundays)
- ◆ Following seven years, a sabbatical of at least six weeks will be granted
- ◆ When other activities call for more time, additional days off will be given
- ◆ Professional expenses of \$2,500
- ◆ Lap-top computer is provided

Revised 5/14/18

How to Apply: Interested candidates should email resume and references to:

South Aiken Presbyterian Church
Attn: Jim Sheehan
1711 Whiskey Road
Aiken, SC 29803

jim.sheehan@mau.com (843) 367-2602

For more information, please visit:

<http://southaiken.org/>

<http://www.aikenchamber.net/community/community-information/>