



## Job Description

**Title:** Director of Children's Ministries

**Purpose:** Leads the GPMC Christian Education programing for all children, infant through grade four. Ensures a smoothly operating, safe, inclusive, and effective program.

**Supervision:** Reports to the Associate Pastor for Education and Community Life

**Status:** Salary non-exempt part-time position (approx. 20 hrs./week)

**Benefits:** Not applicable for this position

**Evaluation:** Pastor for Education and Community Life

### **Education, Experience and Skills Required:**

- Four-year bachelor's degree, teaching degree preferred
- Experience in teaching young children
- Demonstrated administrative abilities managing programs and volunteers
- Core values for this position include Christ-centered, inclusive, kind, and fun
- Important traits include strategic visionary, skillful team builder, innovator, "unflappable" nature, and passionate about children's ministry
- Experience and confidence in working with Microsoft Office Suite (Word, Excel, PowerPoint), Google Docs & Sheets
- Ability to communicate clearly and concisely, verbally and in writing
- Ability to lift/carry small parcels, packages, and other items (up to 30 lbs.)

### **Responsibilities:**

- Sunday morning children's programs:
  - Nursery program (birth through kindergarten); including hiring/recruiting, training and supervision of paid and volunteer childcare workers
  - Children's Time; Compose and deliver the children's sermon once a month
  - Children's Church (ages four through second grade); includes training new storytellers and greeters, creating storyteller and greeter schedules, stocking stories and props, and preparation of Children's Church worship area
  - Middle Hour Classes (ages four through fourth grade); includes researching and selecting class curriculum, leading the Christian Education (CE) Council through the call/selection process for teachers and advisors, and preparation of classrooms
  - Special annual classes such as "Third Grade Bible" and "Holy Sacraments for Second Graders"



## GROSSE POINTE MEMORIAL CHURCH

*a light by the lakeshore*

- Seasonal Programming:
  - Summer vacation bible school
  - Summer camp opportunities
  - Christmas pageant
  - Children's concerts
  - Age-appropriate outreach opportunities for children and their families throughout the year
- Administrative and Training:
  - Serve as a staff liaison to the CE Council focused on elementary-aged programs
  - Assist the CE Council chair in developing children's programs based on the vision and mission statement of the church
  - Provide training for the Child and Youth Protection Policy to new staff members, volunteers that work with children and newly elected officers of the church
  - Attend weekly department and staff meetings
  - Continually provide relevant communication updates to the Director of Communications for use on the church website, social media, and printed media
  - Purchase snacks for Sunday programming
  - Monitor all outdoor and indoor play equipment and replace as necessary
  - Other duties as assigned

Questions or wish to apply?

Contact Brent Kelso (Personnel Council Chair)  
at [bkelso@gpmchurch.org](mailto:bkelso@gpmchurch.org).

*This job description may be changed from time to time to meet the needs of Grosse Pointe Memorial Church as it affects the ministry and mission as a church.*