

Towson Presbyterian Church  
Director of Children's Ministries

**Purpose:** To equip families in the raising of their children with the knowledge of God's Word and love, to nurture children within our church body and to reach out into the community.

**Reports To:** Pastor. Evaluation of this position will be provided by the Pastor in consultation with the Personnel Committee.

**Accountable For:** Paid and volunteer nursery staff, Children's Ministry volunteers.

**Responsibilities:**

1. Recruit, train and equip volunteers to carry out the children's ministry program.
2. Leadership in the evaluation, selection and use of all educational curricula for children through grade 5.
3. Plan and implement a comprehensive Christian Education program for children that is coordinated with the Sunday morning schedule.
4. Serve as a member of the Worship Committee, advocating for children, their ongoing involvement in worship, and providing ideas and input for creative aspects in worship.
5. Serve as a resource to the Children's Ministry Team.
6. Plan and coordinate all Children's Ministry special events.
7. Plan and administer a summer day camp at the church's Bee Tree site.
8. Collaborate with other church staff as appropriate to facilitate communication with church families regarding children's education and ministry programs.
9. Contact new/inactive/in-crisis families in consultation with pastoral staff.
10. Interpret children's education and ministry programs to congregation, Session and staff.
11. Interpret children's programs to New Member classes as requested.
12. Supervise the Childcare Coordinator and Childcare Assistant, and promote the involvement of the congregation in sharing responsibility for caring for our infants and toddlers.
13. In consultation with pastors, provide input to Christian Education budgeting process.

**Time Requirement:** 24 hours per week