



WESTMINSTER PRESBYTERIAN CHURCH
17 William Street – Auburn, NY

JOB POSITION TITLE: CHILDREN'S WORSHIP CENTER LEADER

1) PURPOSE

- a) To lead the Children's Worship Center for children three (3) years of age through second grade, following the guidelines of Sonja Stewart's Children and Worship program.

2) STATUS OF POSITION

- a) The Children's Worship Center Leader is a part-time employee of the Westminster Presbyterian Church normally working five hours per week.
- b) The Children's Worship Center Leader is responsible to the Pastor/ Head of Staff, the Children's & Youth Ministry Coordinator, and the Personnel Committee. The position of the Children's Worship Center Leader is approved by the Session upon the recommendation of the Personnel Committee.

3) PRIMARY RESPONSIBILITIES AND FUNCTIONS

- a) Embrace and effectively interpret the Sonja Stewart's Children and Worship program to the children age 3 through 2nd grade.
 - i) Guide the children through the entire Children's Worship Center experience.
 - ii) Include opening, storytelling, response time, peace, and sending.
 - iii) Involve the Greeter in appropriate ways to interact with children and deal with disciplinary issues.
- b) Ensure the volunteer Greeter is present and prepared for his/her duties.
 - i) If the designated Greeter is not present, notify the Children's & Youth Ministry Coordinator before the start of the worship service.
- c) Coordinate the Children's Worship Center stories with the liturgical calendar year and the lectionary with help from the Pastor/ Head of Staff, the Children's and Youth Ministry Coordinator and the Seasonal Ministry Team.

- d) Assist the Pastor/ Head of Staff during the worship service's Conversation with Children segment, by helping maintain the children's attention and good behavior.
- e) The Children's Worship Center Leader will assist in the planning and coordination of extra-curricular programming, outings, and community service projects.
- f) Regularly submit articles about the Children's Worship Center for inclusion in the church's newsletter, Westminstergram and/or social media postings
- g) Abide by Westminster Presbyterian Church's ***Child/Youth/Vulnerable Adult Protection Policy***.
- h) Notify the Children's & Youth Ministry Coordinator and the parents immediately of any problem which may affect the care and well-being of any child.
- i) Notify the Children's & Youth Ministry Coordinator immediately if the ratio of children to be supervised is greater than 6 to 1, or greater than he/she can manage.
- j) Advise the Children's & Youth Ministry Coordinator of any needed supplies that require replacement.
- k) Notify the Coordinator of Children and Youth Ministries of expected absences in accordance with employee handbook and provide at least a two-hour notice for unplanned absences prior to Sunday worship or other related programming.
- l) Attend meetings of the Christian Education Working Group, the Seasonal Ministry Team, and other meetings as directed by the Coordinator of Children and Youth Ministries or the Pastor/Head of Staff

4) QUALIFICATIONS

- a) Successful completion of the Children and Worship training session- to be provided.
- b) Previous experience in the care and supervision of young children.
- c) Ability to relate to young children.
- d) Experience in a Christian Church and worship tradition.
- e) Professional training as a nurse, teacher, etc. is desired but not required.
- f) Criminal background check and at least two references.