Wasatch Presbyterian Church is currently accepting applications for a Children’s Ministry Director.

Go to [http://www.wpcscl.org/employmentopportunities](http://www.wpcscl.org/employmentopportunities) or pick up a copy in the church office. Any questions and applications may be submitted to John Horel, Personnel Committee Chair, via email (johnhorel@gmail.com) or by mail: Wasatch Presbyterian Church, Attn: John Horel, 1626 S 1700, Salt Lake City, UT 84108

**Position Description:** The Children’s Ministry Director shall lead a ministry for children ages birth-6th grade and their families. The Children’s Ministry Director shall have a passion for understanding and nurturing children, as well as fostering fellowship among their families. Under the direction of the Head of Staff, and with the support and guidance of the Children’s Ministry Committee, the Children’s Ministry Director shall design and implement programming for children, including Sunday school, fellowship events, service projects, participation in worship, and summer camp opportunities. In addition, the Children’s Ministry Director shall be responsible of the Nursery, including managing Nursery staff.

**Key Responsibilities Programming:** Working closely with the Children’s Ministry Committee, support the program on Sunday morning through the following:

- Develop and manage a plan for Sunday mornings that meets the needs of children and families, including Chapel Time, Sunday school class groupings, Children’s Choir, and Nursery care
- Develop a Sunday school curriculum that fits with the culture of the church and is valued by Sunday school teachers
- Recruit, manage, and support Sunday school teachers, including developing a teaching schedule, sending teaching reminders, providing guidance on discipline and challenging situations, and recognizing teachers
- Support Sunday school program by providing all supplies for lessons, ordering supplies as needed, arranging for set-up and clean-up on Sunday mornings, and managing attendance records
- Manage the Nursery and Nursery staff in order to ensure that the Nursery is a safe, clean environment on Sunday mornings, as well as during special worship services and programs. Working closely with the Children’s Ministry Committee, support the program at other times through the following:
  - Plan and oversee implementation of monthly fellowship events, such as Friday Family Fun Night in addition to ice skating, Halloween Party, bowling, etc.
  - Plan and oversee implementation of regular service projects, including a fall and spring service project
  - Plan and oversee implementation of summer camp opportunities for children, including but not limited to Camp Tuttle
  - Plan and oversee implementation of Camp Wasatch (or Vacation Bible School) in June
  - Plan and oversee implementation of Children’s Christmas Program in December
  - Develop and implement monthly Club 56 programming for 5th-6th graders
  - Recruit acolytes, ensure adequate training, and manage ongoing acolyte schedule
  - Provide support to Children’s Choir, as agreed upon with Children’s Choir Directors
  - Collaborate on planning for and help lead all-church events including Advent Festival, Mardi Gras, Labor Day Retreat, July 3rd BBQ.

**Relational**

- Connect with the children, in order to make them feel safe, loved, and supported
- Cultivate relationships with the Children’s Ministry families, in order to foster a strong sense of community and fellowship
- Be a warm and welcoming presence for new families by being present on Sunday mornings before and after worship, following up with families after a few visits to the church, and ensuring they receive an introduction to the program as well as how to get involved
- Be responsive to the needs and desires of Children’s Ministry families by regularly soliciting feedback on the program and its priorities. Adjust program as needed.
- Develop and lead a network of volunteers to help successfully execute Children’s

**Ministry programming**

- Be present on Sundays and at all-church events.

**Administrative** Working closely with the Children’s Ministry Committee:

- Develop and manage annual calendar of events
- Ensure program records are comprehensive and up-to-date
- Plan and manage Children’s Ministry budget for financial success, including coordinating with Financial Secretary and Budget and Finance committee
- Develop and implement effective systems for successfully communicating with families, including (1) sending regular email updates, (2) maintaining the Children’s Ministry webpage and/or group site, and (3) sharing photos as appropriate
- Keep the congregation at large informed of Children’s Ministry events and activities by coordinating publicity through media platforms including the weekly email News Blast, the Sunday Announcements, the website, the bulletin board in Fellowship Hall, articles in the Bridge Builder, etc.