MARKHAM WOODS
PRESBYTERIAN CHURCH

Director of Children and Family Ministry

Markham Woods Presbyterian Church

Overview

- Have a strong personal commitment to Jesus Christ and a strong commitment to grow the Kingdom of God through worship, music, fellowship, and authentic discipleship amidst the community of faith at Markham Woods Presbyterian Church.
- Strive to develop and facilitate the Children's Ministry programs and activities at the church and to strengthen relationships through a Christ-centered community of trust, honesty, and openness whereby the Gospel of Jesus Christ might be made real in the lives of those the Spirit of God draws near to our fellowship. A specific focus is on early childhood and elementary ages and families.
- Be an encouraging and energizing voice in the formation of a worshipful environment that brings creativity and imagination to the worship, education, and fellowship at the church.
- Live out Christ's model of servant leadership by communicating and working as a team member with the pastor, staff, and volunteers among all the community of faith at MWPC.

Function

To develop and facilitate the Children's Ministry programs and activities and to strengthen relationships within the early childhood/elementary age group and their families within the membership of the church and community that is most certainly driven by our mission to Grow The Faith Of The Whole Family Of God, Inwardly Strong And Outwardly Focused.

Skill Sets Required

- Have experience of 2+ years serving in a Christian Church environment
- Have good organizational, leadership, and communication skills
- Demonstrate a personal commitment to Jesus Christ and a desire to nurture faith in children and families.
- Possess a strong sense of call from God to children's and young family ministry
- Practice a strong work ethic that is positive, collaborative, dependable, and conscientious
- Exercise initiative to plan and complete all required responsibilities independently with little supervision, in a timely manner, and with excellence
- Possess/establish proficiency with Microsoft Office
- Maintain/develop familiarity with social media and website utilization
- Demonstrate an on-going ability to learn

Responsibilities

Administrative

- Create and monitor expenditures through MWPC Children's Ministry budget as approved by session.
- Maintain records of activities, including participants, costs, permission slips, and incident/accident reports.
- Perform other duties assigned by the Pastor or Session.
- Serve under the Elder of Christian Education Committee.
- Select and oversee curriculum for all children's ministry programming.

Safety & Child Protection

- Complete a background check and Safe Sanctuary/child protection training prior to beginning employment, and annually thereafter.
- Ensure every volunteer serving with children completes a background check and child-protection training before serving, and maintain records of completion.
- Maintain and enforce a two-adult (or equivalent) supervision standard in all classrooms, nursery settings, and off-site activities.
- Maintain a secure check-in/check-out system for all children's programs, classes, and events.
- Communicate the church's approved child safety policy to all children's ministry staff and volunteers, including seasonal and event-based helpers, and ensure it is followed at every event, trip, and off-site activity.

Leadership

- Exercise discretion, confidentiality, generosity, and professionalism in all dealings.
- Conduct yourself in a Christ-like manner and demonstrate high Biblical standards with your own life as you teach youth.
- Build an ongoing volunteer leadership pipeline to recruit, train, coach, evaluate, support, and affirm volunteer leaders on a regular schedule including periodic team trainings and at least one volunteer appreciate event per year.
- Staffing and supervision of Nursery staff during Sunday morning worship, collaborating with A&P Elder and Head of Staff.

Programming

Weekly

- Oversee the Children's ministry of the church on Sunday mornings, including providing helpful materials for the children to use in the sanctuary during worship on Sunday mornings.
- Provide weekly updates in email to church secretary to be included in the bulletin that is handed out during Sunday Service. Additionally, provide monthly updates and articles for the church newsletter.
- Plan and lead the afterschool program "Club 3:16" (advertising in church and community, making sure to include Bible lessons/spiritual formation as part of the program).
- Provide regular (e.g., quarterly) parent-facing communication that goes beyond event logistics — such as a take-home guide connecting Sunday's lesson to conversations families can have at home.

- Establish meaningful personal relationships with the early childhood and elementary aged children in the congregation and community by investing in their lives, such as attending lunch at the area schools and attending their extracurricular activities (i.e.: sporting events, concerts, school plays, and awards ceremonies).

Annually

- Coordinate Annual Easter Egg Hunt
- Coordinate Palm Sunday children's procession of the palms
- Develop a team and lead MWPC's week-long Vacation Bible School during the summer.
- Coordinate Pumpkin festival including Vendors, activities, work teams and organizing the youth to help with the children's games
- Assist with four Advent events with both planning and implementation.
- Coordinate Hanging of the Greens (reaching out to children and students to lead worship and assist with decorating
- Lead weekly chapel for Heathrow Christian Academy in rotation with pastoral Staff.

Occasionally/As needed

- Provide, develop, implement and/or facilitate/resource opportunities for spiritual formation, including weekly classes/programs, small groups, special events, retreats, and/or gatherings for all ages of the church.
- Plan and schedule children's ministry and family events, such as movie nights, holiday events, monthly parents' night out, Club 3:16 parties, Daddy Daughter Dance, etc. Occasionally involve youth when applicable for a more family-oriented focus.
- Partner with parents to strengthen children's and family ministry, gathering feedback and responding to family needs.
- Develop the family ministry with the education team and with staff/session.
- Help with worship bags for prospective members and children keep busy bags for worship.
- Work with HCA Director, session, and Senior/Associate Pastor on activities to connect MWPC and HCA families.

Annual Review

The Administration/Personnel Committee and Head of Staff will provide an annual review with the person holding this position and will make recommendations concerning adjustments in pay or job description to the Session for consideration and approval. This review will include mutually agreed-upon, measurable ministry goals for the coming year, set collaboratively between the employee and the Head of Staff.

Time Commitment Required/Salary

This is a salaried part-time position with a salary range of $30,000–$40,000, depending on experience. This position is expected to average 30 hours/week. Given the scope of responsibilities listed above, hours will vary during peak times and summer months. It is the responsibility of the employee to fulfill the requirements of the Job Description while managing time spent. Flexible hours to be discussed with the Senior Pastor and/or the Session. 60-day notice required from either employee or session before termination of employment. Egregious behavior will result in immediate termination.

Employment is contingent upon successful completion of required background and child-protection screening.

To apply, please email your resume and cover letter to Church@mwpcusa.org