



Position Title:	Director of Children’s Ministries	Position Type:	Full-Time (40-50 hours/week)
Ministry:	Children’s Ministries (CM) of Christian Education (CE)	Date Posted:	
Salary Range:		Posting Expires:	
<p>Applications Accepted By: Fax: 703 657 0342 Email: jobsCM@odpcec.org (Subject Line: Director of Children’s Ministries) Mail: Open Door Presbyterian Church 2999 Centreville Road Herndon, Virginia 20171</p>			

Position Description

Purpose:

The Director of Children’s Ministries (CM) of Open Door Presbyterian Church (ODPC) Christian Education (CE) department shall, in partnership with the English-speaking Congregation (EC) Pastors and Korean-speaking Congregation (KC) Pastors of ODPC, provide leadership, training, support and oversight for the entire CM and AWANA ministry (CM&A) and Pastors/Directors who are ministering to the young children (Infants through 6th grade) of the entire ODPC family in harmony and pursue the mission with vision of ODPC. ODPC offers full children’s programming for two services on Sunday mornings, currently averaging 500-600 children. The AWANA programs primarily operates on Friday evenings with around 125-200 participants.

Primary CM Responsibilities & Duties:

The Director is responsible for providing spiritual and organizational leadership for the CM&A ministries, with an emphasis on vision-setting/direction, shepherding, equipping and team-building among the CM and AWANA staff. In addition, advocating for the CM&A’s behalf to the Pastoral staff and Elder Boards to strengthen partnerships with EC/KC/Youth Group (YG) congregations. Serving as a resource to strengthening and cultivating ministry lay leadership development and growth. Lastly, working with Directors to strengthen parent support and involvement and the recruitment and retention of volunteers. The Director must work on weekends (Friday through Sunday) to oversee the preparation and execution of the Sunday School program as well as assume the role of Commander of ODPC’s AWANA ministry on Friday evenings. The Director will also support the EC & KC pastoral staff and CE staff in church/CE-wide events.

This person will fulfill the below responsibilities in the 6 Core Areas of CE/CM (Ministry Oversight, Curriculum Development, Sunday Ministry, AWANA Ministry, Volunteer Ministry, Family Ministry, CM Events):

Leadership

- Lead the CM&A ministries under a clear vision and direction
- Provide training and/or training resources for CM&A Staff
- Advocate on behalf of the ministries and act as a liaison between the Pastoral Staff, Elder Boards & Directors
- Liaise and Facilitate communication btwn Pastoral Staff, Elder Boards & Directors to strengthen partnership with EC/KC/YG ministries
- Enlist (with the Directors) regular parent support and involvement for CM&A to foster a parent-supported ministry atmosphere
- Recruit and retain (with the Directors) long-term volunteers for CM&A
- Visit all ministries on a regular basis to provide support, encouragement, feedback and evaluation
- Provide pulpit support by giving messages to all age groups (pre-school – 6th grade) on a periodic basis
- Oversee, Lead and provide messages for AWANA every Friday and other AWANA-related events
- Strengthen and cultivate lay leadership development and growth within CM&A
- Network, nurture, and encourage local churches’ children’s ministry pastors/staff & lay leaders

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Position Description

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Shepherding

- Provide leadership, direction, and training for all the CM&A Directors and staff by communicating weekly with them
- Identify and address the spiritual, emotional, mental and inter-personal needs of the CM&A staff and provide appropriate care
- Provide shepherding and care for the families within the CM&A ministries; doing visitations, as necessary, and addressing any family-related issues that are brought up to Directors from families
- Strengthen relationships within the staff and provide an atmosphere to foster collaboration between ministries
- Provide pulpit support by giving messages to all age groups (pre-school – 6th grade) on a periodic basis
- Provide coaching, shepherding and accountability to CM&A Directors and staff, as necessary
- Lead Directors in providing parents with support regarding child development, spiritual and/or discipline needs (when needed) - such as holding/facilitating parenting seminars (or identify and directing parents to seminars in the area to attend)

Administration

- Act as a liaison between CM&A and EC/KC Pastors and Elder Boards to facilitate teamwork and open communication
- Initiate, lead and support CM&A staff in planning all CE-wide programs and events (e.g., Vacation Bible School, Passion Week/Good Friday/Easter, Fall Festival, Christmas, New Years Eve, Promotions/Graduations, AWANA game day, certain revivals/conferences, etc)
- Communicate with Pastoral Staff, Elders, and Admin Staff when their support is needed
- Organize and prepare weekly ministry reports and represent CM&A at pastoral staff meetings
- Provide CM&A staff regular updates via email and address concerns that are reported in the CM&A Director's weekly reports
- Work with appropriate church staff to resolve maintenance and/or AV issues that are reported in the Directors' weekly report
- Plan/coordinate and Lead monthly staff meetings for CM&A
- Lead, plan and organize staff planning, training and/or team building days for CM&A (2 times a year)
- Oversee development and implementation of child protection policies/practices in coordination with Ministry Director & CE Elders
- Organize and process financial paperwork for CM&A—managing annual ministry budget & process and reimbursement processing
- Other duties, as assigned by Senior/Lead Pastors (KC and EC) and/or CE Elders

Accountability

The CM Director is accountable to the Senior/Lead Pastors (KC and EC) of ODPC and the joint EC and KC elder board session (through the appointed CE Elders) of the church.

Special Traits/Skills

- Demonstrated ability to understand & relate to children and their families and a passion to see families grow in faith together
- Excellent leadership, shepherding, administrative and organizational skills and experience
- Excellent interpersonal/communication (written/oral) skills to communicate with staff, parents, children & volunteers
- Have a cooperative, healthy and motivating relationship with supervisors, co-workers and volunteers
- Ability to recruit, develop and lead/nurture volunteer teams/members
- Broad understanding of Children's Ministry curriculums
- Pastoral preaching primarily for Sunday Schools on periodic basis
- Ability to embrace and adapt to growth and change
- Use appropriate judgment in the areas of discretion, sensitivity, and confidentiality

Additional Responsibilities & Expectations

- Born-again Christian who feels a call by God into vocational ministry
- Commitment to the authority of Scripture and Commitment to living out Jesus' Great Commission
- Pastoral preaching experience primarily for Sunday Schools on periodic basis
- Excellent problem-solving skills effectively and creatively while maintaining a high level of flexibility, grace, and integrity
- Minimum three-year commitment

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