

## Three Chopt Presbyterian Church is Searching for a Director of Children's Ministries

Reports to Head of Staff

Part-time - 20 hours a week, flexible work hours

Proposed salary - \$20K annually, negotiable based on experience

The Director of Children's Ministries will be responsible for working with staff and laity in the planning, organizing, and direction of the Children's Ministries at Three Chopt Presbyterian Church (TCPC). You are responsible for working with the Children & Families Ministry Team (C&F) to provide developmentally appropriate Christian education for children from birth through 5<sup>th</sup> grade; to provide faith-based resources to the parents of young children; and to ensure that our children are included within the life of the congregation.

### Specific responsibilities:

Weekly Sunday morning children's programs (Sunday school, Nursery, Children's Worship)

Monthly Outreach and Faith-building Programs (ex. Fun & Faith on Friday)

Special Events (ex. VBS and seasonal events)

- Assist C&F as they recruit and train volunteers
- Participate in the life and worship of the congregation
- Serve as the staff resource for and attend regularly scheduled Christian Education Ministry Team meetings.
- Participation in weekly on-site staff meetings and monthly Session meetings

The Successful Candidate will possess the following skills and qualities:

- Education and training in Christian Education, Childhood Education, or equivalent experience with similar responsibilities
- Be a committed Christian who understands the mission of the church
- Possess a genuine interest in responding to and nurturing the hopes, needs and concerns of the children in the church community
- Must be able to work both independently and as a part of a team
- Possess excellent communication (verbal/written and through social media) skills, relationship building, adaptability and creativity.
- Ability to lead and effectively manage groups of volunteers
- Ability to pass a criminal background check

To apply, please send a cover letter and resume to Jessica Baggarley at [jobs@threechoptchurch.org](mailto:jobs@threechoptchurch.org)

Please visit our website at [threechoptchurch.org](http://threechoptchurch.org) to find out more about us and our ministries.