



CENTERVILLE PRESBYTERIAN CHURCH

Experiencing Jesus ♦ Authentic Community ♦ Transforming Lives

Children's Ministry Director

Reports to: Senior Pastor or his designee

Working Hours: Variable

Compensation: Based on experience

Position Description:

The Children's Director plans, organizes, and leads the CPC Children's ministry with a Gospel-centered holistic family approach.

Primary Responsibilities:

- Build relationships with the children and their families, inside and outside the congregation with the purpose of sharing God's love for them.
- Recruit, train, schedule Sunday school teachers and volunteers to ensure the spiritual formation of CPC children. Weekly teaching may be required.
- Recruit, equip, and develop volunteer leadership through children's committee to grow engagement of volunteers in CPC Children's Ministries.
- Grow engagement of volunteers and children's program.
- Plan, market and execute periodic community outreach family events (e.g., Easter Egg Hunt, VBS, Trunk or Treat) to our community in creative ways including postings on our website and social media platforms.

• Related Responsibilities:

- Administrative: Children's Ministry budget, churchwide promo (electronic and printed), expense reports, and related supportive documentation.
- Attend and contribute to weekly staff bible study and staff meetings.
- Lead monthly children's committee meetings.
- Prep curriculum, supplies, special elements, room décor, maintain facilities.
- Submit a monthly written report to Session on ministry goals and activities.
- Additional related duties at request of Pastor or designee.

• Relationships:

- Reports to Senior Pastor or designee.
- Leads the Children's Ministries Committee in conjunction with the Senior Pastor.
- Lives as a member of the body of CPC.
- Lives by the CPC Personnel Manual and the Children, Youth, and College Ministry philosophy and leader covenant.
- Periodic performance reviews by the Senior Pastor and the Ministerial and Staff Relations Committee.

• Qualifications:

- A committed Christian who is deepening their personal relationship with Jesus Christ and modeling this to others.

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- A passion for spiritual formation of children and families.
- Implements regular rhythm of personal spiritual disciplines.
- Strong organizational and communication abilities to children, families, volunteers, and staff.
- Aligns with EPC and CPC doctrine in the Reformed Tradition.
- Must pass standard CPC background check
- High school diploma
- Previous experience working with children (e.g., babysitting) is desirable.

If interested, please send your resume with a cover letter to: ssuryan@cpcfremont.org