Christ the King Church (EPC)

Staff Position: Director of Children’s Ministry (Part-time)

Christ the King Church is a community of believers in Durham, NC who love the Lord, who are committed to the Scriptures, and who desire to make disciples and see His kingdom expanded. We believe the church is more than just a place of worship- we are a family. Christ the King Church just celebrated our 30th birthday, and we became a part of the Evangelical Presbyterian Church in 2019. Our congregation of over 100 worshippers spans all ages and walks of life.

We are seeking a Director of Children’s Ministry. This position creates the vision and leads the execution of children’s ministries and programming for our church. We have an established and flourishing Children’s Ministry and a desire to continue to grow and teach children about Jesus. The successful candidate will be an energetic, creative individual who has a love for children and a passion for sharing the principles of Christian faith with them. The Director of Children’s Ministry collaborates with church leadership which includes Pastors, the Christian Education Committee, and the Board of Elders. This is a part-time, salaried position.

Job Duties

- Plan and coordinate Sunday School programs and curricula for children ages 2 through grade 5
- Plan and coordinate church programs such as Children’s Church and Kids in Worship Live
- Plan and coordinate special events for holidays and our summer program Summer Faith Adventure for children grade 5 and under
- Ensure the safety and well-being of children in all programs
- Work in cooperation with the Christian Education Committee (CEC) and the Pastors for a seamless Christian education experience
- Lead the Christian Education Children’s subcommittee
- Develop knowledge of and relationships with parents in order to understand what programs best fit
- Secure, facilitate, and support laity in the various tasks of children’s ministry as needed, including orientation and ensuring a good fit
- Prepare (in coordination with the CEC) an annual budget for Children’s Christian Education, and manage that budget
- Attend weekly staff meetings and monthly meetings of the CEC
• Ensure that church policies are followed in all children’s programs
• Provide parenting resources and coordinate outreach to help parents get involved and support the children’s ministry programs
• Develop goals for our children’s ministry by age/grade level and periodically review effectiveness of programs
• Coordinate and staff periodic Communion Education for grades 4th and up
• Serve as liaison for denominational matters related to children’s ministry
• Serve as liaison and outreach for external ministry-related opportunities relating to children, including playground ministry and local ministries
• Perform routine review of the church website with focus on children’s ministry
• Periodically meet with other area children’s ministry directors for information exchange and encouragement

Qualifications

• A minimum of two years and preferred five+ years experience with leading and teaching children (may be in a variety of capacities including volunteer)
• A passion for sharing the love of Jesus and God’s Word with children and their families
• A stable and growing relationship with Christ and be in personal agreement with our Essentials of Faith
• Interest and ability to be involved in the life and ministry of our church, including attending Worship on Sunday
• Have training and knowledge of child safety and protection principles, or ability to quickly acquire such training (Safe Sanctuary)

Abilities

• Strong leadership, administrative, delegation, and planning skills
• Demonstrated facilitation skills that include leading a committee, effectively working with a variety of personalities, building and nurturing a volunteer support network, collaborating across ministries, and effectively resolving problems
• Creativity and innovation
• Effective verbal and written communication and presentation skills
• Good knowledge of web and social media and ability to help build web and social media presence for children’s programs
• Good computer skills to include Word, PowerPoint, video programs and basic graphics, and technological ability to run basic web-based programming (including Roku, Youtube downloads, etc.).
• Musical ability is also preferred
• Willingness to engage in professional development

**Compensation:**

• The salary range is $26,000 to $34,000 based on an assumed 30 hour week.
• Pay will be based on experience relevant to the job.
• Not constructed as a benefits-eligible position, but open to discussion with an adjustment to salary.

To apply, please submit a cover letter and resume to Hillary Griffin at office@ctkhome.org.

Check out our website at ctkhome.org