



Job Description

Children's Ministries Director

Location: First Christian Reformed Church of Vancouver
(<http://www.van1crc.org/>)

Reports to: Council, First Christian Reformed Church of Vancouver

Supervised by: Pastor Trevor Vanderveen
Shift: 7 hours per week
June 2017 to July 31st 2018

Salary: \$8372 annually (\$23/hour), including 3 weeks' vacation

General Accountability:

As a congregation, we value the gifts and involvement of our whole congregation, and therefore, the role of the Children's director would not be to replace, but to enhance the volunteer involvement in the areas of Children's ministries. The task of the director is to encourage and equip volunteers to share their gifts as a way to build up the church by fostering an environment for faith formation.

We have 3 Sunday classes (aged 3-5, Grade 1-4, Grade 5+) of about 4-12 kids each. Our kids begin the service with the rest of the congregation and then continue their worship downstairs with more singing, participating in an offering, and then going to age-appropriate classes.

Responsibilities include:

- Provide a ministry of presence with a minimum of three Sundays per month in Sunday School
- Encourage and empower volunteers to grow as Sunday School leaders
- Recruit and schedule teachers and helpers
- Source curriculum that has a Reformed perspective
- Copy and distribute curriculum to teachers as required
- Communicate regularly with parents, possibly including some pastoral care under the guidance of Pastor Trevor
- Source, recommend and facilitate training for teachers and helpers
- Work with Sunday School leadership team (usually meets quarterly)
- Provide guidance for curriculum selection for older and younger class
- Help launch *Generational Buddies* initiative, invite older members to share faith stories to Sunday School classes in order to deepen intergenerational community.
- Order and maintain Sunday School supplies
- Schedule Music and monthly kids song
- Offer leadership visioning to church council for kids graduating Sunday School

- Maintain high profile of Safe Church practices – keep kids and helpers safe
- Provide communication to Council as needed
- Attending bi-weekly staff meeting
- Other duties as assigned by Council

Required Knowledge, Skills & Abilities:

- Strong administrative and interpersonal skills
- Excellent communication skills, both written and oral;
- Sound decision making skills;
- Proven organizational skills
- Able to graciously navigate a balance of current practices and new ideas
- Project enthusiasm, positive attitude and motivation;
- Create and encourage teamwork;
- Work with resourcefulness and efficiency
- Be self-motivated and able to work alone
- Able to discern and to handle sensitive matters appropriately and in confidence as called for.
- Ability to lead children in worship music is advantageous but not required

Required Qualifications:

- Post-Secondary completion of an appropriate degree or diploma preferred
- 2 years' experience as a Sunday School teacher or in Children's ministry
- Proven experience in Sunday School leadership
- Knowledge of child development and current educational pedagogy
- Member of First CRC, or willing to become a member, who participates in regular corporate worship and seeks to live a Christ-centered life

Physical Demands:

- Ability to lift up to 15kg
- Manual dexterity to perform intricate or repetitive tasks
- Ability to walk, including using stairs.

Interested applicants should send a resume and cover letter to the chair of council chair.van1crc@gmail.com by June 5th 2017