

MINISTRY FOCUS STATEMENT

OCCUPATION CODE AND JOB NUMBER: D100-002

POSITION TITLE: Director of Children's Ministries
Director of Mother's Day Out

DATE: May 2011

MINISTRY AREA: Children's Programs/Mother's Day Out

REPORTING RELATIONSHIP: Senior Pastor or Designee

PERSONAL REQUIREMENTS: Incumbent must be an individual who is a born-again Christian and who supports the vision, mission, and goals of Spring Cypress Presbyterian Church. The individual must reflect the attitude expected of a Christian worker and in all other ways, both in their personal and professional life, model a Christian lifestyle and be an exemplary Christian role model.

OBJECTIVE: Develop and organize a calendar of children's programs and activities that is consistent with the mission of Spring Cypress Presbyterian Church to be an outreaching church, a community committed to God, caring for one another, and communicating God's love to the world.

RESPONSIBILITIES:

1. Develops plans and programs to promote Sunday School, KidzQuest, Confirmation Classes, E-MERGE (5th & 6th Grade) including special events and regularly scheduled activities such as the Children's Mission Workshop, the Easter Eggstravagaza, Promotion Sunday, Christmas Holiday House, develops summer programs, including VBS and day trips, Bible studies, and mentors summer intern.
2. Keeps abreast of and order curriculum materials for all children's programs, purchases materials and supplies; develops brochures/flyers describing the variety of children's programs. Develops schedules and staff programs and activities.
3. Develops advertising and recruits paid staff, volunteer teachers and aides for all children's programs. Maintains teacher handbooks; develops and implements training for volunteers and paid staff; prepares work schedules for volunteers and paid staff.
4. Establishes and maintains contacts with volunteer leaders involved in various aspects of children's ministries to ensure proper coordination of all planned activities and to make certain that all the needs of the various ministries are met. Organizes the **Children's Council**; supervises the Council and facilitates its direct involvement in promoting and organizing Children's ministry activities/events through communication with church staff, teachers and parents.
5. Manages nursery care; facilitates regularly scheduled and special meetings with the **Nursery Coordinator** and **Nursery Committee** to ensure that quality care is provided.
6. Establishes and maintains contacts with others working in children's ministries (**Sunday School** and **KidzQuest** teachers); attends children's ministry programs and seminars; and otherwise keeps abreast of the initiatives/opportunities to

enhance children's ministries at Spring Cypress Presbyterian Church.

7. Confers with Director of **KidzChoir** to be mindful of weekly programming including Sunday service performances, the Christmas musical, and end of the year musical.

8. Will establish, implement and maintain an on-going Mother's Day Out (MDO) program to begin as soon as is practicable (target Fall, 2012). MDO to be open to SCPC and Providence Classical School families, as well as non-churched families in the Spring community. Duties to include (but not be limited to) setting hours, curriculum, staffing, special events, parental communication, purchase materials/supplies, and address any licensing or other regulatory standards.

9. Other duties as prescribed by Senior Pastor or Designee.