

Unity Presbyterian Church
Director for Children's Ministry

Purpose: To nurture and empower children, birth through fifth grade, and their families in their Christian faith journey - rooted in love, planted in Christian faith, and growing in their service to God.

Context: Unity Presbyterian Church is a dynamic, growing, multigenerational church in Denver, North Carolina. Denver is a rapidly growing community nestled on beautiful Lake Norman outside of Charlotte. Unity has been faithfully serving the Denver area since 1764. Unity's "Rooted" Children and Student Ministries foster the faith development of children from birth through preschool ("Seeds"), Kindergarten through fifth grades ("Sprouts"), and sixth through twelfth grades ("Branches"). This branding reflects Colossians 2:7, "Live in Christ, rooted and built up in God and established in faith."

Mission: The Children and Student Ministries at Unity Presbyterian Church exists to teach, inspire, and unite the children/youth and their families so they may develop their faith through exploring the scriptures, discussions, fellowship, service and connecting with others in their church, community and world.

Vision: It is our desire at Unity Presbyterian Church to have children and youth become adults who remember the Holy Seed which lives inside them in times of joy and trial, and therefore respond by sharing the love of God with others.

Unity Presbyterian Church is seeking a Director of Children's Ministry. Experience in Christian education or child and family development is required. He/she must articulate and live out a Reformed theology, in alignment with the Presbyterian Church (U.S.A.). The position is to uphold the physical and emotional safety of the children of Unity, exercising professional boundaries, while supporting and encouraging the faith formation of children (birth to 5th grade) and their families.

The Director should exhibit an interest in contributing, learning, growing, and collaborating to serve Unity's ministry. He/she must think critically, demonstrate self-awareness, and demonstrate spiritual maturity in this critical role of leading and connecting with Unity's youngest members. This person will collaborate with Unity's senior and associate pastor, as well as the Children and Youth Team of laypeople, in order to be an integral asset in fulfilling the vision. This is a full time position with Sundays and the occasional evening required.

Duties and Responsibilities:

In collaboration with the Pastors and Children and Youth Team, the Director is expected to do each of the following tasks.

- Utilize the Milestones for Faith Development (Unity Presbyterian Church, 2016) and knowledge of current trends in Christian Education to engage in long-range development of a comprehensive educational program for the children of Unity Presbyterian Church.
- Ensure that the activities and programs of the Ministry provide opportunities for children to meet the Milestones for Faith Development and make recommendations for changes or new activities, as needed.
- Ensure that specific benchmarks are completed including, but not limited to:
 - Gift and coordination of meals for families with new babies
 - Acknowledgement of Baptism
 - Bibles provided to 3rd graders
 - Annual acolyte training and service for interested Sprouts
- Coordinate nursery (during all worship services), Sunday School, Sprouts and Seeds programs, Vacation Bible School, and any future children's programming, including
 - Tracking and recognizing attendance;
 - Recruiting teachers, assistants, leaders, and other volunteers;

- Supplying necessary materials and support for each activity/event.
- Research and recommend the selection of the Sunday School and other Seeds or Sprouts programs curricula as needed and ensure implementation.
- Ensure that child- and family-focused faith development opportunities are planned in conjunction with church-wide liturgical observances (e.g., Advent, Lent, Easter) and other intergenerational church-wide educational, worship, or fellowship events as appropriate.
- Coordinate the successful implementation of family-focused events for the community, hosted by Unity (e.g., Easter Egg Hunt, Fall Carnival), as determined by the Rooted Ministries Team.
- Coordinate programs to support teachers, assistants, and leaders of Seeds and Sprouts programming, such as study seminars, retreats, workshops, or workdays.
- Demonstrate appreciation of all volunteers by providing positive experiences and support materials.
- Implement Unity's Safe Church Policy, including assurance of adequate staffing for all Rooted Ministry activities and events and confirming completion of background checks, in coordination with church office staff.
- Follow Unity's Rooted Ministries communication and marketing strategies, including following timelines and protocols for marketing and follow-up and make recommendations for improvements as needed.
- Cultivate effective communication systems to keep staff, teachers, leaders, families, the congregation, and community informed, with special emphasis on reaching out to new member and visitor families.
- Partner with the director of the Unity Preschool to share information about Seeds Ministry activities with preschool families.
- Maintain accurate documentation of expenditures and compliance with the Rooted Ministries budget, in partnership with the Elder liaisons from the Session.
- Participate in weekly staff meetings.

- Supervise the paid nursery caregiver(s).
- Assist pastors in visiting and supporting families with children, as requested, and follow protocol for confidentiality and enlist support of counseling professionals or others as deemed appropriate.
- Evaluate the success of the Seeds and Sprouts Ministries annually and envision additional programming opportunities for the children of Unity and its surrounding community.

Accountability:

- Supervision: Senior Pastor
- Program Support: Associate Pastor, Elder(s) for Rooted Ministries, Children and Youth Team

Professional Qualifications:

- Knowledge of the Bible, Christian thought and practice, and the Reformed Christian tradition
- Knowledge of child development, faith development, and best practices for faith formation for children
- Passion and skill to teach and lead children and their families
- Ability to work as an effective and collegial team member.
- Knowledge of diversity of children's learning and communication modalities and appreciation for diverse interests and backgrounds
- Ability to make public presentations and develop text for letters, e-mails, social media, and marketing purposes
- Must maintain confidentiality concerning finances, pastoral care, counseling and other information about persons (members, friends, or staff) received directly or indirectly

- Understanding and ability to work within Presbyterian polity, tradition, faith and the style of the Presbyterian Church U.S.A. and Unity Presbyterian Church
- Possession of a Class C driver's license (ability to drive Unity's 24 passenger bus) is not required; but, desired

Education and Experience:

- Bachelor's degree from an accredited college is required. Master's degree preferred.
- Minimum of 3 - 5 years of experiences within the area of Christian Education (or Child and Family Development). Experience specific to children's ministry preferred.

Resumes may be submitted to Janeen@unitypres.org