

POSITION DESCRIPTION
Central Presbyterian Church

- I. **TITLE: Director of Children's Spiritual Formation**
- II. **PURPOSE:** The Director of Children's Spiritual Formation is responsible for organizing and coordinating the church's ministries with children and their families, including provision for quality childcare and supervising childcare workers. This is a part-time position, requiring approximately 20 hours per week.
- III. **ACCOUNTABILITY:** The Director of Children's Spiritual Formation is accountable to the Pastor as the Head of Staff and to the church Session through its Personnel Team. The person in this position will work directly with the associate pastor to ensure all programs are coordinated for maximum participation and spiritual growth.
- IV. **RESPONSIBILITIES:**
 - Develops and nurtures relationships with CPC children and their parents helping to educate parents in the spiritual formation of children
 - Serves as a staff resource to the Spiritual Formation Team of the Session
 - Recruits and trains volunteer teachers and leaders
 - Evaluates and works with the Spiritual formation team to select curriculum.
 - Plans and implements activities for special days and seasons in the church year
 - Coordinates programs and activities for children across the various programs and ministries of the church
 - Oversees the coordination of childcare, organizing, scheduling, and staffing, and seeing to the appropriate equipping of the childcare areas of the building
 - Works closely with other staff members to ensure that the children's ministries are appropriately coordinated with other aspects of the church's life
 - Plans carefully, comprehensively, and well in advance for all programs involving children and their families
 - Attends monthly meetings of the Spiritual Formation Team
- V. **QUALIFICATIONS:**
 - Works collegially with other staff and church volunteers, and treats others with grace, diligence, and care
 - A genuine love for children combined with experience and enthusiasm for nurturing their spiritual growth.
 - Relates well to parents and communicates with them effectively to foster strong relationships.
 - Successfully passes a criminal background check
- VI. **EVALUATION:** Performance reviews will be conducted after the first three months of employment, and annually thereafter, by the Pastor as Head of Staff, in partnership with the Session's Personnel Team, with input from co-workers, church officers, and appropriate church members. The Personnel Team will review the adequacy of compensation annually and make recommendations for changes to the Session.