

**St. James Presbyterian Church**  
**Director of Children & Family Ministries - Job Description**

Responsibilities:

1. Collaborate with the Christian Faith Formation Committee directing St. James' ministry to children, adults and families
2. Oversee the operation of the church school program which generally includes the following specific activities:
  - Maintain and develop the Godly Play curriculum and materials used with children and adults
  - Provide for substitute teachers as needed
  - Monitor classroom readiness and maintenance
  - Recruit teachers and support staff as needed
  - Organize student registration, attendance and maintain records
  - Provide students and families information about growth and service within the St. James community
  - Supervise teachers and support staff, set schedules, assign substitute staff when needed
3. Lead the youth and family programs outreach initiatives by developing new tools and executing ongoing actions
4. Develop content describing education activities and distribute throughout the church and community.
5. Represent St. James in outreach and collaborative initiatives with other churches and community partners.
6. Collaborate with the Christian Faith Formation Committee to provide coordination and implementation of the church school programs which may include:
  - Review and make recommendations regarding curriculum used for church school, including youth
  - Involve children in the celebration of church events throughout the year
  - Celebrate the achieved milestones of the children
7. Screen all volunteers and paid staff working with the children and youth, coordinate background checks, source required training, maintain records and report any problems to the Pastor
8. Develop and maintain the children and adult libraries

Reporting:

The position reports directly to the Pastor and Christian Faith Formation Committee, under the authority of the St. James Session.

Qualifications:

- Demonstrate clear gifts for empowering and equipping volunteers
- Enthusiastically enjoy working with children, youth, adults and their families
- Creative and well-organized
- Able to create an exciting and welcoming learning environment
- Adept and proficient in all relevant areas of personal, written and electronic communication
- Able to abide by the mission of St. James, our witness to Jesus Christ in the world, and demonstrate a living faith.
- Preferred background in education and/or Christian ministries.

Terms of Employment:

- All policies and benefits are governed by the St. James Presbyterian Church Personnel Policy manual
- Position is part time, up to 20 hours/week
- Salary commensurate with experience and qualifications

*Updated 5/21/18*