

The following job description indicates the general nature of work needed at the time the job description was written. The nature of the job may change over time as the needs of the church change.

East Whittier Presbyterian Church Position Description

TITLE: CHILDREN'S MINISTRY INTERN

PURPOSE: To develop, administer and facilitate programs for Christian education, spiritual nurture and family involvement of children, ages infant through 5th grade.

ACCOUNTABILITY: Directly accountable to the Pastor as Head of Staff, the Session, and the Christian Education Committee. The Christian Education Committee will approve and oversee all programs and activities.

RELATIONSHIPS: Works in cooperation and maintains communication with staff. Interacts and builds positive relationships with congregation members, families, children and parents.

RESPONSIBILITIES:

1. Oversee all children's ministry programs including Sunday School and Vacation Bible School.
2. Order and implement CE approved curricula to support children's ministry programs.
3. Recruit program volunteers and support them with preparation of weekly lessons for Sunday School.
4. Interact with and support (paid) Nursery Attendant to ensure infant and children's needs are adequately cared for.
5. Facilitate the operation of children's ministry as follows:
 - Maintain teacher supplies and necessary records.
 - Develop a calendar of events and publicize them through approved mediums, i.e. Encounter, Church website and approved flyers.
 - Administer the children's ministry budget.
6. Attend monthly Christian Education Committee meeting and report on the progress, scheduling, improvement and/or needs in the area of children's ministry.
7. As feasible, develop new outreach programs for children and/or families within the age group.

8. Take advantage of opportunities for personal and professional growth in the Children's Ministry field, as approved by the CE Committee. Participation may be supported monetarily as the budget permits.

Desired Skills/Knowledge:

- Desire and ability to teach children the Word of God.
- Familiar with and knowledge of reformed theological traditions.
- Relates well with children and adults (parents and families)
- Demonstrates leadership, administration and planning skills.
- Recognizes personal limitations and seeks assistance or guidance as necessary.

Hours: Part time position, 5-10 hours per week, which includes 48 Sundays (11 months) per year. Weekly and yearly schedule to be arranged in cooperation with Christian Education Committee and Pastor. Compensation commensurate with experience.

Evaluation: A performance evaluation will be conducted at the conclusion of the first six months and on an annual basis thereafter. Annual performance reviews are conducted by the Pastor and the Personnel Committee. The Personnel Committee will annually review the adequacy of compensation.

Successful candidates will be required to undergo and pass fingerprint and background checks.