

### **Director of Children's Ministries**

Ellensburg Presbyterian Church  
Ellensburg, Washington

1. To serve as Directory of Children's Ministries with direct accountability to the Pastor – Head of Staff and the Education Ministry under the oversight of the Session of the Ellensburg Presbyterian Church.
2. This is a part-time position, averaging fifteen hours a week, with an annual salary of \$10,900.
3. The Director of Children's Ministries will be responsible for the following
  - a. Direct and coordinate the children's Sunday School program. This includes recruiting and training teachers, selecting and purchasing instructional materials and supplies, advising teachers and generally overseeing the Sunday School program for preschool and elementary classes.
  - b. Oversee the nursery staff. The DCM shall see that the nursery is properly staffed, that background checks are accomplished, the staff have received the proper training and that the nursery staff has the toys, snacks and supplies that are needed. Supplies include diapers, cleaning products and gloves.
  - c. Coordinate Vacation Bible School. This includes helping recruit a VBS director, helping schedule VBS, recruiting teachers and procuring the material needed.
  - d. Depending on student interest, coordinate the mid-week elementary fellowship program. This includes planning the program, recruiting leaders and procuring needed materials.
  - e. Serve as an ex-officio member of the Christian Education Ministry to discuss, plan and recommend programs and changes in education to the Session of the church.
  - f. Attend weekly staff meetings, as able.
  - g. Maintain budget records, keeping in proper communication with the church treasurer.

#### Qualifications:

- A. A strong commitment to Jesus Christ.
- B. A personal faith consistent with the historic Christian faith as expressed in the Reformed confessions and a commitment to our congregation.
- C. Proven ability to work with children and families in a team ministry environment and act as an effective communicator of the grace of Jesus Christ.

Revised 10/2018