

**River Glen Presbyterian Church**  
**Naperville, IL**  
**Director of Children and Families Ministries**  
Effective 8/1/18

Reports to: Pastor, Head of Staff and Youth Leadership Team

Status: Part-time, hourly (12-15 hours/week)

Pay rate: \$/hr, paid semi-monthly

FLSA: Exempt

**Job summary**

The Director of Children and Families Ministries provides guidance and leadership for the children and families of River Glen Presbyterian Church including serving as the primary children's ministries coordinator and Sunday school superintendent. The director of Children and Families Ministries is called to provide ministry to children and families that helps achieve the mission of River Glen Presbyterian Church: experiencing God's love and making Jesus known.

**Essential Functions**

- Provides – as staff or coordinating leadership – for the Children's ministries including but not limited to: Sunday School, Children's Worship, Child Care, Vacation Bible School, Children's Musical as well as connecting children's ministries to a variety of seasonal activities at River Glen.
- Manages administratively children and families ministries' budgets, scheduling volunteers, making sure the congregation is in compliance with the Child Protection Policy.
- Participates as an ad hoc member of the Christian Formation team, attending quarterly meetings and staff meetings as available.
- Encourages and recruits congregation members to participate as leaders and mentors in the children's ministries.
- Seeks to deepen the discipleship of children, youth, families, and congregation members as a pastoral leader.

**Minimum Qualifications**

- Mature and active faith commitment to Jesus Christ with love for the church and appreciation for Presbyterian tradition and reformed worship
- Working towards or completed a Bachelor's Degree in Education or Religious Studies (or equivalent) with computer literacy.
- Excellent interpersonal skills
- Able to pass sexual misconduct background checks and willing to submit to criminal background check.
- Valid driver's license, auto insurance, and reliable transportation.

**Physical Requirements**

- Able to move freely in and out of buildings
- Able to speak in a public forum
- Able to physically perform all essential functions, including the ability to sit, bend, kneel, crawl, climb stairs, and transport materials weighing less than fifty pounds.

## **Core Competencies**

- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole, follows up on missing or out of balance items, resolves unanswered questions needed to address a problem, keeps the larger picture in mind while tending to the smallest of details.
- **Collaboration:** Works cooperatively with others inside and outside the congregation to build and maintain mutually positive and productive relationships, communicating effectively, contributing ideas, and listening appropriately with staff and congregation.
- **Compassion and Care:** Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in their pastoral presence; demonstrates appropriate and boundaried expressions of care.
- **Ethics and Values:** Honors the core values and beliefs of River Glen Presbyterian Church in choice of behaviors, consistently embodies appropriate behavioral choices in both stressful and non-stressful situations, practices the behaviors advocated to others, able to maintain confidentiality appropriately.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest, and transparent communication; keep confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.
- **Spiritual Maturity:** Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk and by responding with constancy of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.
- **Time Management:** Works hard and is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; plans and organizes appropriately for church, staff, and congregation schedules; values time and respects the time of others; concentrates efforts on the most important priorities; can appropriately balance priorities.
- **Verbal and Written Communication:** Is able to deliver a message clearly, whether spoken or written; demonstrates communication styles appropriate to the situation at hand; employs correct grammar, punctuation, and patterns of speech.