



DIRECTOR OF CHILDREN'S MINISTRY

DIRECTIONS

In the following document you will find more information about our church and the job description for our Director of Children's Ministry.

If you are interested, please send your cover letter and résumé to our Director of Children's Ministries Search Committee at Search4ChildDirector@SaxeGotha.org

We look forward to meeting you and discerning God's will!

Grace & Peace,

Patrick Cherry

Pastor of Next Generation Ministries

Director of Children's Ministry Search Committee

Search4ChildDirector@SaxeGotha.org



WELCOME

We, at Saxe Gotha, strive to connect people with God and with each other. We love to give God joy through Worship, Growth, and Service. Please join us for worship of our Lord on Sunday Morning! Also, come enjoy fellowship and study on Sunday and Wednesday evenings. If you have any questions we urge you to contact us. We hope to see you soon!

ABOUT SAXE GOTH

Saxe Gotha Presbyterian is a family of believers that strives to make a difference in people's lives while developing fully devoted followers of Jesus Christ.

Founded more than 30 years ago, Saxe Gotha Presbyterian Church is home to more than 1200 members who love to worship God, fellowship with each other, and learn from the Bible via our many church ministries. With a mission to "Give God JOY through Worship, Growth and Service," our members are putting God's words into action every day.

We welcome individuals and families to visit and experience firsthand what Saxe Gotha Presbyterian has to offer you. Located in the heart of Lexington, South Carolina, we have three worship services and Sunday school for all ages on Sunday mornings, small groups that meet at various times weekly or monthly, classes on Sunday evenings and Wednesday nights, and so much more. Come worship with us and see how God's love can make a difference in your life by joining our family at Saxe Gotha Presbyterian Church!

WHAT WE RESOLVE TO BE AND DO

OUR MISSION: To Give God Joy through Worship, Growth and Service.

OUR VISION: We are changed by the power of Jesus Christ – we are new creations in Him.

Celebrating this new reality:

- We engage in vibrant worship.
- We study His Word and pray.
- We seek His guidance and humbly obey.
- We are continually growing in our relationship with Him.

Recognizing that we are not our own but belong to Christ:

- We constantly seek to give God joy in all that we say and do.
- We turn from the values of the world and boldly live out the teachings of Scripture.
- We express Christ's love by promoting healthy relationships with one another.
- We are committed to becoming fully devoted followers of Jesus Christ.

Dedicating ourselves to the Great Commission:

- We actively, purposefully, and passionately take the message of hope to others.
- We seek the lost, strengthen the weak, and nurture the broken.
- We work to change lives through the power of the gospel in word and deed.



OUR DENOMINATION

Saxe Gotha Church is a part of ECO: A Covenant Order of Evangelical Presbyterians and holds to ECO's Essential Tenets. Want to learn more about our denominational affiliation?

LEARN MORE

Who is ECO? <https://www.eco-pres.org/who-we-are/>

What Does ECO Believe? https://www.eco-pres.org/static/media/uploads/eco_constitution_online12.11.18.pdf



www.ECO-Pres.org.



DIRECTOR OF CHILDREN'S MINISTRIES JOB DESCRIPTION

Reports to: Associate Pastor of Next Generation Ministries

Full-Time Salaried (40+ hours per week)

Last updated: 3/14/2023

Purpose: To lead and serve with a talented staff in developing a ministry that nurtures and equips children (from birth through 5th grade) and their families to flourish as disciples of Jesus Christ in the Reformed Tradition.

Duties and Responsibilities:

1. Work closely with Assistant Pastor – Next Generation Ministry.
2. Work closely with Next Generation team of elders and deacons and staff.
3. Supervise the work of the Children's Ministry Coordinator and Coordinator of Childcare & Mother's Morning Out.
4. Nurture spiritual growth and development of children birth through 5th grades.
5. Build supportive relationships with parents, children and families.
6. Communicate with children, parents and volunteers via post cards, letters, email, phone calls, and social media, as deemed appropriate by church policy.
7. Provide educational resources to help equip parents and families as disciple-makers in their own homes.
8. Provide compassionate care for children, including hospital and home visits.
9. Nurture volunteers, teachers, fellow colleagues, and interns with words, notes, small gifts and remembrances.
10. Working in coordination with the ministry deacons, develop, manage, and document the budget for the children's ministry.
11. Select, order, and facilitate implementation of curriculum and materials for all children's ministry programming (i.e. Sunday School, Sunday afternoon, and VBS) with guidance from the associate pastor and Next Generation committee
12. Be a visible presence during programming, working alongside other staff and volunteers.
13. Provide direction, resourcing, and support Sunday afternoon programming for Children.
14. Recruit, provide comprehensive training, and offer support for volunteers, teachers and summer interns to work with children from birth to 5th grade.
15. Submit articles, promotions, and updates for publication in the weekly newsletter and elsewhere.
16. Plan and implement special seasonal events, including those at Christmas, Easter and spring.
17. Plan and direct specific summer programming.
18. Plan large group time for elementary SS each week.
19. Direct VBS along with Board of Directors and staff support.
20. Plan and direct the children's Wednesday night programs.
21. Attend workshops and conferences to continue education, learn current best practices, and nurture your own spiritual growth.
22. Network with area directors of children's ministries.
23. Perform other duties as assigned.

Accountability: Reports to the Associate Pastor of Next Generation Ministries and the Next Generation Ministry Team and is accountable through the Associate Pastor to the Senior Pastor, and Personnel Committee.

Knowledge, Skills, and Abilities Needed:

1. Understands and shows a working knowledge of child development and educational theory.
2. Possesses a strong knowledge of the Bible as well as the ability to soundly interpret it and apply it to life.
3. Embraces Reformed theology and adheres to the Essential Tenets of the ECO: A Covenant Order of Evangelical Presbyterians.
4. Possess a working knowledge of Microsoft 365 office suite of applications and programs.
5. Professional self-starter with a growth mindset.
6. Ability to take direction.
7. High capacity for managing stress and engaging in sustained activity.
8. Growing understanding of best ministry practices connected to Children's Ministry.
9. A commitment to excellence.

Qualifications:

Minimum qualification:

1. A Bachelor's Degree in Christian Ministries or equivalent degree.
2. Prior experience in Children's Ministry.

Personal Characteristics:

1. A servant's heart, a personal relationship with Jesus Christ, and is committed to the church's vision, mission, leadership, and people.
2. Personal characteristics, traits or qualities valuable for an employee working in this position include: organized, detail oriented, teachable spirit, hard worker, displays patience under pressure, multitasker, have integrity, team player, focused, proactive, ability to strategically plan, and possess a positive attitude.
3. Upbeat, energetic, enthusiastic, with a good sense of humor.
4. Possesses relational skills needed to connect effectively with children and their families.
5. Adheres to healthy boundaries in all areas of life including those between ministry and personal life.

Work Schedule:

1. Full-time (salaried). A flexible schedule is required since this position requires evening and weekend work.
2. Regular weekly Sunday worship services of 8:30 AM and 11:00 AM Traditional and 10:45 AM Contemporary with Sunday School happening at 9:45 -10:30 AM.
3. Required to hold regular office hours to include Tuesday staff meetings.
4. Monthly ministry meetings with Deacons (typically first Monday of the month at 6 PM)
5. Periodic special events and/or retreats may require flexibility.

ADA Expectations:

DESCRIPTION	NEVER 0%	OCCASIONALLY 1-32%	FREQUENTLY 33-65%	CONSTANTLY 66-100%
Standing			X	
Walking			X	
Sitting			X	
Talking, Hearing				X
Feeling, Fingering, Grasping				X
Climbing, Balancing		X		
Crouching, Crawling, Kneeling		X		
Reaching with Hands and Arms			X	

Weight to be Lifted or Force to be exerted:

DESCRIPTION	NEVER 0%	OCCASIONALLY 1-32%	FREQUENTLY 33-65%	CONSTANTLY 66-100%
Up to 10 pounds				X
Up to 20 pounds			X	
Up to 30 pounds		X		
Up to 40 pounds		X		
Up to 50 pounds		X		

Special Vision Requirements:

DESCRIPTION	NEVER 0%	OCCASIONALLY 1-32%	FREQUENTLY 33-65%	CONSTANTLY 66-100%
Looking at computer				X
Color Vision (identify and distinguish colors)				X
Peripheral, depth perception				X
Ability to adjust focus				X

Environmental Conditions:

Environment does not expose employee to excessive noise, dust, and like.

Approved:

Employee

Date

Supervisor

Date

This job description is intended to describe the general content of and requirements for performance of this job. It should not be construed as an exhaustive statement of the job's functions, responsibilities, or requirements.