MCLEAN PRESBYTERIAN

POSITION: **ASSISTANT DIRECTOR OF CHILDREN'S MINISTRY, LOWER ELEMENTARY**

Status: Full time, Exempt
Reports to: Director of Children's Ministry

ABOUT US

We exist to glorify and enjoy God by making disciples who make a difference through grace-filled worship, community, and missions. McLean Presbyterian is part of the Capital Pres Family: one church with multiple locations.

Our aim is to make disciples through three ministry areas: worship, community, and missions. While activity in each area does not equal discipleship, we are confident that these are the contexts needed for deep spiritual growth. In these contexts, we navigate the nuances of life in Christ together, and that's how we make disciples.

POSITION SUMMARY

Children's Ministry at the Capital Pres Family exists to glorify God as we make disciples of children and families who make a difference through grace-filled worship, community and missions. Our goal is to partner with parents to build a foundation of faith to last a lifetime.

The Lower Elementary Assistant Director of Children's Ministry oversees the planning and implementation of programs and special events related to the discipleship of our Kindergarten - 3rd graders and contributes to all Children's Ministry Special Event planning and implementation as needed.

ROLES AND RESPONSIBILITIES

Leadership of Lower Elementary Sunday school: Kindergarten - 3rd grade

- Take primary role in leadership of Lower Elementary: Kindergarten – 3rd Grade to help make disciples who make a difference, ensuring kids hear the gospel and our loved by staff and congregation in a safe environment
    - Management and implementation of gospel-centered, age-appropriate curriculum for Sunday school
    - Management and training of volunteers
    - Maintain rosters and track attendance
    - Organize and maintain classrooms
    - Management of worship support materials (side by sides, worship bags, etc.)
    - Coordination of program details as needed with other ministry staff

    - Ensure programs and events adhere to appropriate policies that support a safe and healthy environment

- Equipping Lay Leaders for CM Programs and Events
    - Recruit, train, and honor volunteers
- Establishing rapport and growing relationships with children and families for the purpose of discipleship
    - Creating a welcoming and supportive CM program environment
    - Timely member and visitor connection points before and after events
    - Individual contact ministry as needed
    - Maintain a knowledge of resources for parents as they raise their children in the grace and truth of the gospel
- Special Events: Work with CM to plan and execute CM events
    - Including quarterly family events, annual VBS, and annual churchwide retreat
    - Other ministry or church-wide events
- Support of CM PM programs: Club 45, Communicants
- Support for churchwide childcare as needed
    - Supervision of PM nursery as needed
    - Assisting with MOPS and other weekly ministries as needed
- Support for church plants and sites as needed

POSITION REQUIREMENTS

- Sinner saved by grace; vibrant, growing, spirit-empowered relationship with God through Jesus Christ; exemplary life as delineated in 1 Timothy 3 and Titus 1
- Passionate about the vision and grace-driven philosophy of MPC
- Agreement with and excitement about the basic principles of Reformed theology.
- Church Membership at MPC (a requirement but not a prerequisite)
- Embody and multiply church culture: a) *Focus:* We don't take ourselves too seriously; we do take Jesus and his work seriously; b) ***Family:*** We love our church family and want to love each other well; c) ***Fun:*** God rules and reigns so we can enjoy the ride
- Deep understanding of and love for children, with a desire to share the gospel with them and their families. Sound knowledge of the physical, intellectual, emotional, and spiritual development of children
- Ability to make vision a reality; prioritizing and organizing to execute the vision of CM; strong teaching and administrative skills; Ability to establish and maintain collaborative, grace-filled, and effective relationships and communication with colleagues, volunteers, church members, etc
- Ability to work with minimal supervision, flexibility to assist in areas outside of typical responsibilities
- Bachelor's Degree

TO APPLY

Please submit a resume and cover letter to the Director of Children's Ministry, Mary Palekas at mary@mcleanpres.org