



| | | | |
|------------------------|--|-------------------------|------------------------------|
| Position Title: | Director of Lower Elementary Children’s Ministries | Position Type: | Half-Time (20-25 hours/week) |
| Ministry: | Little Lights (LL) Ministry | Date Posted: | |
| Salary Range: | | Posting Expires: | |

Applications Accepted By:

Fax: 703 657 0342

Email: jobs@odpcec.org (Subject Line: Director of Lower Elementary Children’s Ministries)

Mail: Open Door Presbyterian Church
2999 Centreville Road
Herndon, Virginia 20171

Position Description

Purpose:

The Director of Lower Elementary Children’s Ministries (known as “Little Lights Ministry” or “LL”) of Open Door Presbyterian Church (ODPC), shall with the Christian Education (CE) Children’s Ministry (CM) department of ODPC, English-speaking Congregation (EC) and Korean-speaking Congregation (KC) Pastors of ODPC, minister to the young children of the EC families in harmony with vision of ODPC

Primary Duties & Responsibilities:

The Director is responsible for setting a vision (coinciding with the CE/CM department) and leading the team of volunteers to fulfill it, while continuing to create an effective and exciting environment for the spiritual formation and growth of Lower Elementary children and equipping and supporting parents to be the primary spiritual leaders of their household.

The Director must work on Sundays to lead all Sunday programming, certain regular weekdays, and, as needed, throughout the year for CE/CM-wide events (i.e., Vacation Bible School, Passion Week/Good Friday/Easter, Fall Festival, Christmas, New Year’s Eve, etc.).

This person will fulfill responsibilities in five overall areas:

1. Overall ministry—Direction, Collaboration and Administration
 - A. Vision— Develop a dynamic, comprehensive and aligned vision for our Lower Elementary Children’s Ministry, a ministry where kids want to come and are passionate about loving Jesus!
 - B. Actively work with the rest of CM Team (CM Pastor/Lead Director and other CM Directors) towards the overall CE/CM vision
 - C. Oversee and/or delegate the implementation of day-to-day operations including but not limited to:
 - Maintain LL’s roster and children’s information in the church-wide database
 - Serve as communication liaison between CM Pastor/Lead Director, parents and volunteers
 - Advocate on behalf of LL to other staff and church leaders, as appropriate
 - Develop annual budget in coordination with CM Team and CE Elders and manage ministry expenses within budget
 - Order and distribute Bible Study teaching materials/curriculum and necessary ministry supplies, as needed
 - Support development and implementation of child protection policies/practices in coordination with CM Team & CE Elders
 - Submit reimbursement requests per church policy and procedures for expenditures
2. Sunday ministry—Manage the weekly Sunday children’s services
 - A. Prepare and give the message every Sunday (or three times a month when there is an Assistant Director)
 - B. Prepare and manage/coordinate logistics of Sunday service and Bible Study (including praise songs, lesson plans, slide presentations, teacher materials, etc.)
 - C. Manage all weekly ministry matters including, but not limited to: praise team practices, staff scheduling, substitutes, etc.
 - D. Welcoming new families (i.e., follow-up with children & families; intro meetings, etc.)
 - E. Develop, train and oversee a praise team for the ministry

Continued on next page



Position Description

Continued from previous page

- 3. Volunteer ministry—Develop, equip, empower and encourage the ministry’s volunteer team
 - A. Provide leadership, support and shepherding to all ministry staff including teachers, teacher’s assistants, and welcome desk volunteers, classroom volunteers, etc.
 - B. Ongoing recruitment of volunteers for the ministry to ensure appropriate volunteer levels at all times
 - C. Ongoing Training and/or Discipleship of ministry volunteers—not only to serve in the ministry but to grow spiritually in their service; this includes the shepherding/discipleship of youth volunteers
 - D. Communicate regularly with staff and volunteers/teachers to build strong relationships
 - E. Build community within the volunteer staff by actively building relationships and creating opportunities for team-building
 - F. Develop a relationship with the Ministry Deacon to ensure maximum support
- 4. Family ministry—Creatively engage with children and parents to a growing relationship with Jesus and others
 - A. Communicate/Connect regularly with parents and children to build strong and collaborative relationships
 - B. Facilitate weekly communication with parents regarding Sunday lessons/activities and upcoming events/news
 - C. Help children and their families connect with one another and build relationships
 - D. Utilize appropriate child development knowledge to meet the needs of LL children’s spiritual/developmental growth
 - E. Provide parents with support regarding child development, spiritual and/or discipline needs, when needed; such as holding/facilitating parenting seminars (or finding seminars to attend)
 - F. Provide necessary support to families to assist in the spiritual nurture of children at home
- 5. CM events—Together with the CM Team, plan and prepare for annual CM-wide programming including, but not limited to, the below in support of CE/CM Vision and overall Church Vision:
 - A. Vacation Bible School—Preparation (i.e., planning, recruitment, decoration, etc.) for one week event every Summer
 - B. Passion Week/Easter—Preparation for one week event during Passion Week with events planned for each night culminating with a Good Friday night event and Easter Sunday event
 - C. Graduation & Promotion Sundays—Coordination and Preparation of children moving up grades each Fall and promotion event for those moving up ministries
 - D. Christmas—Preparation of annual Christmas program
 - E. New Year’s Eve—Preparation of children’s event in conjunction with adult services
 - F. Family Fall Festival—Preparation of Fall Festival event held during October of each year
 - G. Programming for other Church-wide events (i.e., certain Revivals/Conferences, Fire Drills, etc.) pre-arranged in advance

Accountability

The Director of the LL Ministry is accountable to the CM Pastor/Lead Director, as their primary supervisor, the KC and EC Senior/Lead Pastor and the CE Elders.

Special Traits/Skills

- 1. Possess Christ’s love for children and families
- 2. Pastoral preaching primarily for Sunday Schools (SS)
- 3. Excellent administrative and organizational skills and experience
- 4. Excellent communication (written/oral) skills with staff, parents, children & volunteers (i.e., SS teachers, classroom volunteers, etc.)
- 5. Excellent shepherding and leadership skills

Additional Responsibilities & Expectations

- 1. Born-again Christian who demonstrates an active and growing walk with Jesus in their life
- 2. Ability to build, lead and shepherd volunteer teams
- 3. Excellent interpersonal skills
- 4. Teammate, who builds positive relationships, demonstrates grace among volunteer staff and earns trust with co-laborers
- 5. Problem-solving skills to solve problems effectively and creatively while maintaining a high level of flexibility, grace, and integrity
- 6. Commitment to the authority of Scripture and to living out Jesus’ Great Commission
- 7. Minimum two-year commitment

Revised August 2022