First Church of Christ, Congregational
Redding, CT
Staff Position: Job Responsibilities
Reviewed and Revised March 2021

Job Title: Director of Children’s Ministries       Date: ________________

General:

*Goals and Responsibilities*: The Director of Children’s Ministries (D.C.M.) provides core administrative and organizational leadership and support essential for the success of all Children* & Family programming, especially the Church’s year long Sunday School program. The D.C.M. should foster a warm and welcoming environment where all feel encouraged to participate in the life of our church community. She/He should approach her/his duties with an attitude of stewardship, being sensitive to the expectations people have of a church. In her/his capacity, the D.C.M. works collaboratively with the Christian Education (C.E.) Committee and its Chair to support the C.E. Committee, communicating pertinent information and providing regular updates to the C.E. Chair. It is expected that the D.C.M. will keep both the Senior and Associate Ministers (clergy) informed of plans and progress as they relate to the role of the position.

*”Children”, as defined here, are people between birth and 13 years of age.

*Supervision*: Operationally, the D.C.M. works under the guidance and direction of the Christian Education Committee, its Chair, and, ultimately, the Senior Minister. The C.E. Chair will provide programmatic guidance. Administratively, the D.C.M. will report to the Director of Personnel, Chair of C.E. and the Senior Minister, for matters of job performance, evaluation, compensation, and general terms of employment, etc. There will be an annual review with the D.C.M., the Chair of Christian Education, the Senior Minister, and the Chair of Personnel to discuss and evaluate the general scope of duties, and priorities and methods of the position. The objective of the review is to evaluate and make appropriate adjustments to tasks, job performance and compensation as mutually agreed upon.

*Time Requirements*: The nature of this position resists assigning an expected hourly work time; however 25 hours a week is the baseline of measure. Church activities vary on a seasonal basis, but the Sunday School “year” runs from September to June. The summer One Room Sunday School program is in place from mid June, through early September. In late August, preparations for the coming program year begin.

Unless otherwise approved, the D.C.M. is expected to be available to teachers and families in the Sunday School Building on Sunday mornings from 9:15am to approximately 1:00pm. If the D.C.M. is not able to work on a Sunday morning, he/she will find a
supervisor for the Sunday school program to cover for him/her. The D.C.M. will take eight weeks of unpaid leave annually. Scheduled time off will be determined by recommendations from the C.E. committee, Chair of personnel, the Senior Minister and requests from the D.C.M. It is recognized that the D.C.M. may perform some other duties, such as those requiring telephone calls, email, etc., from home. A program of regular office hours for some portion of the week, planned in coordination with the C.E. Chair, is advisable.

The staffing of volunteers: The lead Nursery caregiver, a hired position, will report to the D.C.M. It is the responsibility of the D.C.M. to schedule Nursery volunteers, Sunday School teachers, adult and youth assistants, track attendance, and supervise the school on Sundays.

A list of additional work responsibilities, listed in order of priority (A-C, A being the highest) is included in this packet.

Priority A Responsibilities

1. Recruit year long Sunday School teaching staff and nursery volunteers. Be the team leader making all recruitment initiatives (emails, letters, in print/on line, phone calls etc).

2. Supervise Sunday school on Sunday mornings. Be available to teachers in the Sunday school building on Sundays from 9:15A.M. to approximately 1:00P.M.

3. Staff and create lesson plans for One Room Sunday School programs when scheduled.

4. Support teaching staff, nursery caregiver, and volunteers. Provide teacher training, as needed, by creating opportunities for individual and/or group instruction - personally or through email, print, or internet materials.

5. Communicate with each teaching team weekly. Be prepared and conversant with weekly curricula.

6. Maintain curricula and school resources: order curricula and materials, ensure adequate supplies, maintain and share resources such as music, costumes, artistic resources. Document, share, and integrate home-grown projects and lesson plans when applicable.

7. Communicate with teachers and the congregation through the weekly bulletin, email and Steeple articles.
8. Support the planning and coordination of our Sacred Sound music program with the adult program leaders and the music director.

9. Be a liaison to and oversee the integration of the Middle School Youth Group (M.S.Y.G.) and the Middle School Sunday School program. Support and coordinate with M.S.Y.G. adult leaders and M.S. Sunday School teachers.


11. Send personalized thank you notes to teachers, assistants, nursery care-givers, and volunteers at the end of each semester. In addition, thank the same in the Steeple, weekly bulletin (when applicable), and on “Youth Sunday” and “Teacher Appreciation Sunday”. Present staff gifts as determined.

12. Attend all regularly scheduled C.E. meetings and those that may arise based on particular circumstances.

13. Attend staff meetings as scheduled from September through June.

Priority B Responsibilities

14. Coordinate established special events in conjunction with the C.E. Committee: Bible Sunday, Christmas Workshop, Live Nativity Pageant, Easter One Room Sunday School, Youth Sunday, and Teacher Appreciation Sunday.

15. Plan, coordinate, and oversee child and young family friendly events and activities outside the Sunday morning “window”.

16. Additionally, the D.C.M is responsible for keeping current with and utilizing communication technologies commonly used by church school families, including social media.

17. In communication with clergy, advise teachers in confidence of any relevant personal information that may affect the well being of a child.

18. Encourage teacher and parent feedback via questionnaires, meetings, email discussions, suggestion box, etc.

19. Ensure facility is put back in order following Sunday school or special programs.
20. Research supplemental materials for families: Steeple devotionals, using periodicals and additional resources for use in Steeple.

21. Ensure timely communications concerning needs, issues, ongoing situations with church staff, and teachers as appropriate.

Priority C Responsibilities

22. Maintain an inspirational and inviting Church Lobby table that relates to and supports current programing, events, and seasons. Include items that young children can touch, keeping in mind the inclusion of items interesting to older children and adults.

23. Take the lead in researching and recommending new curriculum in collaboration with the C.E. Committee.

24. Participate with the C.E. Committee in an annual review of goals and procedures of the Sunday school program. For example, a Sunday School “Theme for the Year” or “Scripture for each Semester”, then, inform, coordinate and implement ideas with teaching staff.

25. Share student projects with entire Church community and parents.

26. Assist C.E. in the formulation of the C.E. budget when requested to do so.

27. Stewardship Education: research/develop program, appropriate with focus on local and wider mission, for C.E. approval. Present, update, and inform teachers as needed. Facilitate weekly Sunday school collection. Report results of offering quarterly to committee.