



# INDEPENDENT PRESBYTERIAN CHURCH

## DIRECTOR OF CHILDREN'S MINISTRY

### MISSION STATEMENT

*The mission of Children's Ministry is to create a loving and nurturing environment for children from birth through 6<sup>th</sup> grade, and to provide opportunities for them to grow in their faith as they become active participants in the church community.*

### OVERVIEW

Independent Presbyterian Church (IPC) in Birmingham, Alabama, is a 2,000 member Presbyterian Church (USA) congregation. Located in the heart of a vibrant city in a diverse and historic neighborhood, IPC is known for a commitment to local and global missions, beautiful and uplifting worship, and excellent Christian education. For almost 100 years, IPC has operated the Children's Fresh Air Farm on Shades Mountain with the vision to equip and empower all God's children. This unique property is host to a number of special programs for the children of IPC and the greater Birmingham community.

At IPC, faith formation is recognized as having primary importance, with the Catechesis of the Good Shepherd method at the heart of Children's Ministry. The contemplative, developmentally affirming, and Bible- and worship-centered faith methods of Catechesis of the Good Shepherd serve to guide and influence other Children's Ministry offerings whenever possible.

IPC is seeking a Director of Children's Ministry who has the passion, vision, and experience to work collaboratively with ministry teams and staff to select and oversee religious offerings for children and their families, and to develop procedures, processes, and systems designed to support the following goals:

- to ignite and deepen the religious life of our children and their parents through faith formation;
- to enhance our relationships with our faith family and our neighbors through fellowship;
- to care for our youngest members in a nurturing and loving environment; and
- to provide opportunities for community service and outreach.

### RELATIONSHIP TO STAFF ORGANIZATION

The Director of Children's Ministry reports to the Director of Christian Education (CE) and manages a staff consisting of the following part-time positions: Assistant Director of Children's Ministry; Director of Catechesis of the Good Shepherd; Assistant Director of Catechesis of the Good Shepherd; and Manager of Nursery and Childcare.

The Director also serves as a member of the Christian Education Ministry Team (a committee of IPC's Session), staff advisor to the Children's Ministry Subcommittee, and staff consultant to the Day School Subcommittee. The Director must also work collaboratively with staff and ministry teams for youth, young adults, and music and

fine arts to coordinate activities and events and to effectively communicate to our families through digital and print media.

## **PERSONAL CHARACTERISTICS, SKILLS AND ABILITIES**

1. A disciple of Christ with a mature spiritual life and a deep faith that is consistent with reformed theology and beliefs.
2. A passion for engaging children and their families to deepen their discipleship, their shared life in the church, and their service to God.
3. Knowledge of stages of developmental growth (physical, social and faith), and care required for infants, toddlers, preschool, and elementary children.
4. Strong leadership, management and interpersonal skills to engage, equip, and inspire parents, volunteers and employees and to work collaboratively with other staff and ministry teams.
5. Ability and experience to plan, organize, direct, and assess all components of this ministry, including the faith formation of children and their parents, worship, service and outreach, music and fine arts, fellowship, and the care and nurture of all children.
6. Ability to create and implement systems, processes and procedures to support the effectiveness and sustainability of all aspects of ministry to children and their families.
7. Excellent verbal, presentation, written communication, and marketing skills.
8. Proficiency with computer applications such as Microsoft Office, Outlook, Google applications, PowerPoint, and Excel and the ability and desire to utilize IPC technical applications.

## **RESPONSIBILITIES/DUTIES**

1. In collaboration with the appropriate ministry teams, subcommittees, and staff (i) objectively review and assess the current mission and plan for Children's Ministry, the resources available, and the systems and processes that support this ministry; (ii) create and implement a vision, mission and plan that (a) intentionally integrates all components of Children's Ministry (faith formation, worship, service and outreach, fellowship, and music and fine arts); (b) supports IPC's vision, mission, and goals; (c) recognizes the primary role of parents and other adults in the faith formation of our children; (d) focuses on building a church family for all who participate in this ministry; and (e) includes processes and systems to ensure its sustainability; and (iii) evaluate new ideas, proposed programs or activities, and changes to mission and plan.
2. In collaboration with the appropriate ministry teams, subcommittees, and staff, organize, direct, and communicate all regular and special programs, events, and activities for children and their families and ensure that the substance and scheduling of all such programs are well coordinated with other IPC programs, events, and activities. (See attached calendar of programs, events, and activities held during 2019 which include several key, long-standing programs such as Bibles Times Marketplace at the Children's Fresh Air Farm and the Advent Workshop.)
3. Manage and support the work and development of employees in this ministry.
4. Attend meetings of session, ministry teams and subcommittees during the week and serve as the onsite leader willing to play any role needed on Sunday mornings, Sunday evenings, Wednesday evenings (when programs are planned for children) and other annual and special events, programs and activities.
5. Oversee the calling into ministry and engagement of catechists, teachers and other volunteers; implement regular training and education opportunities to equip them to be effective and joyful participants in this ministry and to continue to grow in their own faith.
6. Build strong relationships with each child (beginning at birth) and their family members; create

opportunities for the families (including both members and visitors) to get to know each other and to feel a part of this faith community.

7. Develop and implement an innovative plan to engage parents, IPC leaders, and other IPC members in the work of Children's Ministry, and to communicate this ministry's focus on faith formation and their role in this ministry.
8. Oversee the selection and obtain approval of all curricula for Children's Ministry.
9. Ensure that all staff members and volunteers are trained and in compliance with IPC's policies, including the Child and Youth Protection Policy.
10. Plan and present an annual budget; monitor expenditures against budget and collection of fees.
11. During the first year of employment, begin Level 1 Catechesis of the Good Shepherd adult faith formation training.

## **EDUCATION AND EXPERIENCE**

Undergraduate degree required; at least 5-7 years of experience in education or Christian education preferred; experience with Catechesis of the Good Shepherd is a plus.

## **PHYSICAL DEMANDS:**

1. Physical stamina and ability to maintain a constant state of alertness to supervise and participate in indoor and outdoor activities with babies and/or children up to age 12.
2. Kneeling, crouching, stooping, reaching, standing, sitting for extended periods in a chair; playing with children on the floor; lifting a child up to 35 pounds.
3. Visual acuity--close and distant vision, color vision, peripheral vision, depth perception, and ability to focus with or without correction.
4. Talking--expressing or exchanging ideas by means of the spoken word.
5. Hearing--perceiving the nature of sounds at normal speaking levels with or without correction.

Applicants will be required to complete IPC employment screening, which requires disclosure of any history of criminal activity and/or sex offense. Upon preliminary selection of a candidate, IPC will conduct a background check, reference checks, and a pre-employment drug screen.

**This position description should not be construed to imply that these requirements are the exclusive standards of the position. The Director will follow any other instructions and perform any other related duties as may be required.**

To apply, please submit resume and cover letter to [cejobs@ipc-usa.org](mailto:cejobs@ipc-usa.org) by Sunday, March 8.

**Status:** Full Time, FLSA Exempt