



Title: Director of Children & Family Ministries (DCFM)

Purpose: Creatively oversee the operation of a small, but evolving program of Christian faith formation for grades K-8. This role supports a ministry that enacts the church's vision for engaging families and reaching the wider community with the aim of growing the congregation.

Responsibilities:

Teaching & Equipping

- Organize and operate a weekly Christian education program on Sunday mornings at the church, working with the pastor to select an appropriate curriculum
- Serve as head teacher, as necessary
- Offer children's activities during worship when appropriate
- Assist with opportunities for children to participate in Sunday services and other church events
- Develop and maintain relationships with church school families through consistent contact
- Develop practices for inviting and engaging the greater community, particularly through social media channels
- Recruit, equip and resource adult volunteer teachers as circumstances and needs require
- Partner with the pastor to envision and implement creative programming that meets the needs of families, including occasional family-focused events.

Leadership & Administration

- Keep accurate records, rosters, and contact information for students, parents, and adult volunteers
- In collaboration with the pastor, order curriculum, evaluate programs and develop new ways of achieving goals
- Oversee care and upkeep of nursery, managing it in compliance with TCC's Safe Church policy
- Effectively use social media to highlight and promote the children's ministry program
- Provide clear and effective communications to families and the broader congregation through announcements in Sunday morning bulletins and church bulletin board displays

Qualifications

- An ideal candidate is a person of faith with strong interpersonal and organizational skills
- He/she should have a love for, and understanding of, the needs of children, as well as a passion to cultivate faith through education and participation in the life of the church
- Teaching experience preferred

Expectations & Requirements

- This is a 30-weeks/year position -- No Sunday school on Communion Sundays (first Sunday of each month), with 12-week summer break
- Estimated work level is 8-10 hours per week
- Annual salary: \$7,000
- Position reports directly to pastor, who requires two week's advance notice whenever the DCFM is unavailable
- Barring unusual circumstances, messages from staff and church members should be responded to within 24 hours
- Must successfully pass pre-hire background check
- At-will employment, with termination of this agreement by either party requiring 30 days' notice

To express interest in this position.

Send an email to: office@trumbullcc.org

With subject line: DCFM job

Signatures:

Moderator: _____ Date: _____

Pastor: _____ Date: _____

DCFm: _____ Date: _____