

Director of Children's Ministry Glen Ridge Congregational Church

Reports To: Senior Minister

Job Overview:

Glen Ridge Congregational Church (United Church of Christ) is seeking a spirited, caring, and organized Director of Children's Ministry (DCM) to oversee and lead our children's ministry programs. The DCM will be responsible for the development, implementation, and evaluation of programs for children from birth through 6th grade—most notably our Church School, childcare room, and Vacation Bible School. The DCM will work closely with the Senior Minister, staff, parents and volunteers to create a nurturing and fun environment that fosters engaging Christian education, spiritual growth, friendship, and service to our wider community.

This is a part-time position of 20 hours/week for the ten months of the school year (September through June) with significantly reduced responsibilities in July and August. Other than duties on Sunday morning running the Church School, hours are fairly flexible.

Responsibilities and Duties:

- Work closely with the Ministry of Children & Youth (C&Y) throughout the year to ensure programs run smoothly and volunteer needs are being met
- Plan and direct the weekly Sunday morning Church School program:
 - Run an annual fall registration for Church School
 - Select and purchase curricula and provide lesson plans
 - Recruit (with help!), train, and supervise volunteers to teach
 - Hire and supervise childcare providers for the youngest children
 - Plan and implement some special, seasonal Sunday programming
 - Coordinate 2nd Grade Communion and 3rd Grade Bibles (with minister)
 - Order supplies
 - Maintain the classrooms and the education wing
 - Keep attendance records
- With the help of C&Y, plan and run an annual Vacation Bible School program (currently a 5-day program)
- Develop and oversee special programs and events for children, such as mission and service projects, social get-togethers, and other fun activities
- Work collaboratively with the Senior Minister and staff to integrate children into the life of the church, including worship, service, and fellowship opportunities
- Collaborate with the Senior Minister on “The Children’s Moment” in worship

- Communicate regularly with parents and families (through one-on-one communications, the weekly newsletter, social media, etc.) to provide updates on programs, events, and their child's progress.
- Track your expenditures and make recommendations for the annual budget
- Maintain a safe and secure environment for children, including implementing safety protocols and procedures.

Qualifications:

- Some experience in education or ministry would be ideal, but is not strictly required
- A passion for working with children and their families
- A demonstrated ability to work lovingly and nonjudgmentally with a diversity of people, children, and families
- A personal commitment to the values of our community and to the importance of faith formation
- Strong communication and organizational skills
- Ability to lead and work collaboratively with staff and volunteers

What Makes Us Unique: We're a growing church with new families with young children visiting every month during the school year. Our program will need to grow to accommodate our kids, and the DCM will have the biggest influence on how we grow, how we prioritize our resources, and the overall vision of our faith formation programs.

Salary: \$27,000

Average Worship Attendance:

In-person: ~100

Online: 25-35

If you are excited about the opportunity to create a nurturing and fun environment that fosters spiritual growth and community among our youngest members, we look forward to hearing from you.

To Apply: Please send a resume and cover letter to pastor.jeff@glenridgecong.org