



DIRECTOR OF CHILDREN'S DISCIPLESHIP

JOB DESCRIPTION

POSITION PROFILE

Purpose

- To nurture the spiritual growth of RMPC's children by leading the Children's Discipleship Classes, Jr. Church, and Nursery ministry

Qualifications

- Fulfills the commitments required of a RMPC member as outlined in the membership covenant
- Have a growing, strong faith in Christ as evidenced by fruit of the Spirit and active participation in the RMPC community
- Supportive of the mission and vision of RMPC with a desire to serve the church through Children's Ministry
- Skilled at recruiting and training others to teach curriculum and work with children
- Have excellent written and verbal communication skills, be personable and approachable
- Gifted in administration; organized and structured
- Self-motivated and able to take initiative
- Able to attain proficiency with Planning Center software
- Able to work well with pastors and staff; able to discern needs and willing to serve

Reports To

- Director of Operations

Direct Reports

- Nursery, Jr Church, and PreK/K—5th Grade Discipleship Class Teachers and volunteers

AREAS OF RESPONSIBILITY

- Recruit, train, and oversee volunteer teachers for Children's Discipleship Classes, Jr. Church, Nursery, and Youth Helpers
- Be "on-call" on Sunday mornings to help with any emergencies related to the Children's Discipleship Ministries that may arise

- Schedule Children's Discipleship Classes, Jr. Church, Nursery, and Youth Helper rotations
- Help find substitutes when needed and be available to sub in a Children's Discipleship Class, Junior Church, or Nursery when necessary
- Order, organize, collate, and distribute curriculum for teachers
- Order and maintain supplies for Children's Discipleship Class, Jr. Church, and Nursery
- Maintain Children's Discipleship and Jr. Church classrooms and the Nursery
- Help write policies and procedures for children's ministries as needed
- Gather and store general information about children involved in Children's Discipleship, Jr. Church, and Nursery (age, grade, allergies, etc.)
- Gather, store, and maintain needed information about volunteers involved in Children's Discipleship, Jr. Church, and Nursery (CIA background check, mandatory reporting training, onboard to Services, etc.)
- Continually think about ways to improve the Children's Discipleship Ministries
- Attend staff meetings

HOURS AND COMPENSATION

Hours

- Approximately 5-8 hours/week (Including Sunday mornings)

Compensation

- Commensurate with qualifications and experience

Please address the above qualifications by submitting materials to admin@rmpca.org.

Candidates are encouraged to learn more about Rocky Mountain Presbyterian Church by visiting our website at <https://rmpca.org/>.