



JOB DESCRIPTION

Director of Children & Family Ministry
Ellensburg Presbyterian Church
Ellensburg, Washington

Purpose: Serve as Director of Children and Family Ministry, supporting and enriching the Christian formation and discipleship of children in their knowledge of Scripture and their love for Christ. Through teaching, fellowship, encouragement, and engagement, the Director of Children and Family Ministry will holistically involve the entire family in ministry as they seek to make disciples and empower parents to teach and lead their children at home.

The purpose of ministry with children at Ellensburg Presbyterian Church is that children ages 0-11, learn both through teaching and experience, that God loves them, have positive mentoring experiences with adults in their classes, have fellowship with each other and adults, participate in opportunities to serve alongside adults who guide and disciple them, and have an opportunity to learn and gain a familiarity with the Bible and its message. The ministry has different aspects and age-specific goals.

Salary: TBD - depending on qualifications - \$20.00 - \$22.00/hour

This is a part-time position, averaging 20 hours per week with the possibility to expand this role in the future. The position will report to the Pastor - Head of Staff and the Children's Education Committee under the oversight of the Session of the Ellensburg Presbyterian Church.

Primary Responsibilities:

- Model an authentic Christian lifestyle, which is consistent with scripture and the essential tenets of ECO
- Direct and lead staff and volunteers in providing Christian Education to all areas of children and their families.
- Provide resources, support and assistance to parents so they can faithfully carry out their role as the primary developers of faith in their children's lives through special workshops and training events.
- Participate in growing the Children's and Family Ministry in participation, enthusiasm, and excellence.
- Lead Children's Church during worship services. (Children's Church is a time of prayer, songs, and Bible lessons geared towards kids. Children are encouraged to worship with their families, but in order to provide an age appropriate learning opportunity, children are invited to attend Children's Church after the Children's Sermon).
- Oversee the teaching of children's Sunday school classes, volunteer training, and parent seminars.
- Coordinate nursery care during worship services and special church events; oversee the nursery attendant(s).
- Recruit, train, and equip all volunteers and leadership in the children and family ministry on a regular basis.
- Promote and support special events as Vacation Bible School, Christmas Pageant, children in local and global mission projects, etc.
- Serve as a member of the Christian Education Ministry to discuss, plan and recommend programs and changes in Children's education to the Session of the church.
- Write an update for the monthly church newsletter.
- Attend weekly staff meetings, as able.

Qualifications:

- A strong commitment to Jesus Christ, consistent with the historic Christian faith as expressed in the Reformed confession and a commitment to our congregation
- A heart for ministering to children and families.
- Ability to engage students, parents, and volunteers alike with an understanding of and commitment to multigenerational, family-based ministry.
- Knowledge about the physical, emotional, intellectual and spiritual development of children.
- Oral and written communication skills and abilities to interact with the public.
- Desire to serve others and the ability to be a team player.
- Ability to manage and lead others.
- Creative problem solver with a teachable spirit.
- At least two years experience in church ministry, along with developing leaders and administering programs, preferred
- Bachelor's Degree preferred, in Children's Education, Christian theology, or related

To apply: Complete attached job application and submit with resume and cover letter to:

Shannon Hill, Personnel Elder
Ellensburg Presbyterian Church
1307 E. 3rd Ave., Ellensburg, WA 98926

JOB APPLICATION

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Ellensburg Presbyterian Church is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please fill out all of the sections below:

Applicant Information

Applicant Name: _____

Address: _____

City, State and Zip Code: _____

Telephone Number: _____

Email Address: _____

Date of Application: _____

Employment Position

Position(s) applying for: _____

How did you hear about this position? _____

What days are you available for work? _____

What hours or shift are you available for work? _____

If needed, are you available to work overtime? _____

On what date can you start working if you are hired? _____

Personal Information

Do you have any friends, relatives, or acquaintances working for Ellensburg Presbyterian Church

Yes

No

If yes, state name & relationship:

Are you a U.S. citizen or approved to work in the United States?

Yes

No

What document can you provide as proof of citizenship or legal status?

Do you have any condition which would require job accommodations?

Yes

No

If yes, please describe accommodations required below.

Have you ever been convicted of a criminal offense (felony or misdemeanor)?

Yes

No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

(Note: Ellensburg Presbyterian Church complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Education and Training

High School

Name	Location (City, State)	Year Graduated	Degree Earned

College/University

Name	Location (City, State)	Year Graduated	Degree Earned

Vocational School/Specialized Training

Name	Location (City, State)	Year Graduated	Degree Earned

Military:

Are you a member of the Armed Services? _____
What branch of the military did you enlist? _____
What was your military rank when discharged? _____
How many years did you serve in the military? _____
What military skills do you possess that would be an asset for this position?

Previous Employment

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

Employer Name: _____
Job Title: _____
Supervisor Name: _____
Employer Address: _____
City, State and Zip Code: _____
Employer Telephone: _____
Dates Employed: _____
Reason for leaving: _____

References

Please provide 2 personal and professional reference(s) below:

Reference	Contact Information

AT-WILL EMPLOYMENT

The relationship between you and the Ellensburg Presbyterian Church is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Ellensburg Presbyterian Church. No representative of Ellensburg Presbyterian Church has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Executive Vice-President/Chief Operations Officer or the Company's President.

Applicant Signature: _____

Dated: _____