



## **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

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, please submit a cover letter and resume to [office@eburgpres.org](mailto:office@eburgpres.org)