

## Director of Children's Ministries

Pilgrim Congregational Church in Southborough, MA is looking to fill the role of Director of Children's Ministries. This is a part-time position responsible for overall leadership in educational programming, including guidance and resources for all aspects of the Sunday School in accordance with the goals, objectives and policies established by the Christian Education Committee. The Director of Children's Ministries will lead the Daycare and Sunday School program for grades pre-school through eight and nurture the faith journeys of our youth.

The ideal candidate for this position will be someone who can:

- Develop, coordinate and execute a robust Sunday School curriculum that engages and teaches the youth of Pilgrim Congregational Church
- Relate well with youth of all ages, parents, and church leaders,
- Value teamwork with volunteer teachers and all church teams, and
- Recognize and support the individual needs of the different personalities of our specific youth and find ways to connect, involve and empower them

This position will be 12 months in length and will require a commitment of 15-20 hours per week (including a minimum of 3-4 hours on-site Sundays). Specific responsibilities and qualifications for this role are as follows:

### **Responsibilities:**

- **Sunday School Curriculum Development**
  - Study, evaluate, and present curriculum and resources to Christian Education (CE) Committee for approval.
  - Keep abreast of the latest methods in children's education/formation and incorporate into all educational programming.
  - Ensure programming for "Special Events" (Rally Sunday, Christmas Pageant, Maundy Thursday, Easter Sunday, Children's Sunday, etc.) is incorporated into the curriculum.
  - Maintain an inventory of resources and supplies required to run curriculum.
- **Weekly Sunday School Execution**
  - Prepare Sunday School classrooms for weekly activities in advance
  - Prepare and deliver children's sermon during church service, prior to Sunday School
  - Supervise Sunday School on Sunday mornings (3-4 hours) and direct all Sunday School activities.
  - Provide teacher/leader recruitment, training, support, and nurture through consistent communication.
  - Lead and execute Special Events (in addition to weekly Sunday School as applicable)
- **Relationship Building**
  - Develop and nurture relationships with students, parents, and teachers of the Sunday School program.

- Welcome new families and assist in connecting them with the Sunday School and Daycare programs.
- Communicate with the congregation and community on CE activities (Sunday School themes, schedule, activities, etc.) during Worship Services and through routine use of the church bulletin, The Spire (monthly newsletter), and the PCC website.
- Assist the Pastor in establishing and fostering relationships with the Church School
- **Administrative**
  - Manage Sunday School registration, weekly attendance tracking, and other record keeping.
  - Create and communicate Daycare and Sunday School safety/emergency plans.
  - Submit yearly CE budget for approval by the Council and CE Committee.
  - Attend all CE Committee meetings or other appropriate staff meetings and work with them on the formation, coordination, promotion, and evaluation of programs and policies.
  - Attend monthly Pilgrim Church Council Meetings as needed
  - Prepare annual report for CE Committee
  - Sunday School bulletin board maintenance

**Qualifications:**

- Organized and detail-oriented
- Ability to multi-task
- Self-starter
- Prior experience and effectiveness in a leadership role
- Strong communication skills and ability to speak publicly
- Experience in children's education/formation ministry preferred
- Proficient in Microsoft Applications

**To apply for the position of Director of Children's Ministries please send a letter of interest along with your resume or ministerial profile to The Rev. Andrew C. Burr, Interim Senior Minister at [aburr@pilgrimchurch.us](mailto:aburr@pilgrimchurch.us)**