

## **Presbyterian Church of Traverse City**

### **Job Description: Director of Children and Intergenerational Ministries**

**Accountability:** Supervised by Senior Pastor/Head of Staff  
**Status:** 10-15 hours/week  
**FLSA:** Hourly non-exempt  
**Supervises:** Nursery Worker

### **Job Summary**

This position will lead dynamic Sunday School programs, foster intergenerational spiritual growth through programs, retreats, and VBS, and help to create a welcoming worship environment for children and their families.

### **Essential Functions:**

- Plan, develop, and lead Sunday School program for children each Sunday (September-June, apart from communion Sundays), working with the pastors to select and develop weekly themes/Scripture focus.
- Plan, develop, and help lead monthly opportunities for intergenerational spiritual formation for the entire congregation including retreats, VBS, bible study, etc.
- Recruit, help train, and manage volunteers for children's and intergenerational programming.
- Help support ways to make worship welcoming for children and families.
- Coordinates nursery staff and volunteers.
- Serve as a staff representative and participate in monthly Children and Youth Ministries Committee meetings.

### **Minimum Qualifications:**

- High School diploma or equivalent
- Bachelor's degree and/or theological training preferred
- Previous experience working with children and their families

### **Physical Requirements**

- Able to move freely in and out of buildings (church, businesses, etc.)

### **Core Competencies:**

Spiritual Maturity: Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; is seen by

others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.

**Spiritual Formation/Discipleship:** Demonstrates an understanding of formation/discipleship as journey or process; invites others into reflection about personal spiritual journey; teaches a variety of spiritual practices to lead others in deepening and developing spirituality; creates teaching and small group environments that promote discipleship.

**People/Volunteer Management:** Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative, and responsible deployment of volunteers; engages people in their area of giftedness and passion.

**Team Orientation:** Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for their part in team failures.

**Self-Differentiation:** Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a non-anxious presence during turmoil; not overly dependent upon outside affirmation; works to build a strong personal support system.

**Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.

**Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.