

Director of Children's and Family Ministries

White Clay Creek Presbyterian Church

We are looking for a person to work as our Children's and Family Ministries director. This is a part-time position of approximately 30 hours a week at \$20 an hour. In addition, vacation and study leave are offered in line with our other part-time positions.

PURPOSE:

- 1- To catalyze volunteer leadership to minister to children and their families.
- 2- To incorporate young families into the life of the church.
- 3- To strategically develop and implement a vision for ministry programs for children in partnership with the wider vision and core commitments of WCCPC.

CHARACTER AND QUALIFICATIONS:

- 1- A personal faith in and a growing relationship with Jesus Christ based on a commitment to prayer and God's word.
- 2- Exemplify Christian living by their own personal behavior.
- 3- Passion for ministry to children and their families.
- 4- Willingness to work within the structure of WCCPC and the Essential Tenets as a member of ECO.
- 5- Demonstrated ability in recruiting, training and supporting volunteer leaders and teachers.
- 6- Knowledge and experience in organizing educational ministries.

ACCOUNTABILITY:

Report to the Head of Staff and works with the Children's Team and elder.

RESPONSIBILITIES:

- 1- Recruit and train volunteers for all programs.
- 2- Maintain communication between staff and children's ministries.
- 3- Facilitate link to families into the wider life and ministries of WCCPC.
- 4- Able to present goals and ministry milestones that reflect progress through our key markers of Reach, Nurture, Equip and Send.
- 5- Oversee the following programs:
 - a. Nursery/Child care.
 - b. Sunday School for 2yr-5th grade.
 - c. Children's Church on Sunday Mornings.
 - d. VBS.
 - e. Summer Camp.
 - f. Easter Egg Hunt.
 - g. And other Children's programs.
- 6- Attend weekly staff meetings.
- 7- Participate in Children's Team meeting.
- 8- Maintain Children's budget.

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We would like you to respond to the questions below so that we can have a better grasp of who you are and of your relationship with Jesus Christ. Please return this application as soon as possible to:

Scott Vance
White Clay Creek Presbyterian Church
15 Polly Drummond Hill Rd.
Newark, DE 19711

If you have any further questions about this position, please contact Scott Vance in the following way:
Church office 302-737-2100
E-mail svance@wccpc.org

Please type or print in ink

Application due AS SOON AS POSSIBLE

_____/_____/_____ M ___ F ___
Last name *First name*

MAILING ADDRESS

a. Current: *e mail address:*

_____/_____/_____/_____/_____ Phone:(____) _____
Street Address *City* *State* *Zip*

b. Alternate:

_____/_____/_____/_____/_____ Phone: (____) _____
Street Address *City* *State* *Zip*

Age:___ Birth Date:___/___/___

Occupation:_____

BASIC QUESTIONS:

What qualities and experience do you possess which would enable you to work well with children and their families? Please be specific.

CURRENT CHURCH AFFILIATION:

_____/_____ Member: Yes ___ No ___
Name of church *City*

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In what areas are you involved in the life of the church and community?

Do you possess any current certificates?

Do you play a musical instrument? Which instrument and how well?

PAST EMPLOYMENT *(Please list your last employers beginning with the most recent.)*

Date of employment	Company Name, City,	Supervisor	Phone Number
_____	_____	_____	() _____
_____	_____	_____	() _____
_____	_____	_____	() _____
_____	_____	_____	() _____

APPLICATION QUESTIONS

On a separate piece of paper, please type your answers to the following questions.

- 1- How did Jesus Christ become your Lord and Savior?
- 2- Briefly describe your spiritual journey since you became a Christian, including significant events, family members, and others.
- 3- What do you struggle with the most in your Christian walk?
- 4- Imagine a child wants to know how to become a Christian; explain the good news of Jesus Christ and use Scripture to back up your explanation as you see fit.
- 5- Describe your spiritual gifts and how they would relate to this particular job situation.
- 6- Briefly list what would be the main points of your strategy in the first year of ministry, for five years and for ten years.
- 7- What experience do you have running a ministry program?
- 8- What experience do you have with recruitment and training of volunteers?
- 9- How would you intentionally develop and expand a ministry?
- 10- Briefly describe your vision, mission and strategy for Children's and Family Ministries. What is the core or key aspect of your philosophy?
- 11- What passion will you bring to this ministry?
- 12- What does it mean to be *missional* and to be a *missional disciple* of Jesus? How would you work to impart and develop that mindset for children and their families?

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REFERENCES

BELOW is a reference form, please have your three references fill these out and return them as soon as possible.

Please list the people to whom you are giving a reference form. We really want to hear from people with whom you've worked and who have supervised you in ministry. NOTE: One must be from your pastor.

1. _____ / _____ () _____ / _____
Name Address Phone # Relationship

2. _____ / _____ () _____ / _____
Name Address Phone # Relationship

3. _____ / _____ () _____ / _____
Name Address Phone # Relationship

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REFERENCES

Applicant please fill out the top of this form and give to your reference with an addressed and stamped envelope.

NAME OF APPLICANT _____

I WAIVE MY RIGHT TO SEE THE RESPONSE ON THIS REFERENCE.

APPLICANT'S SIGNATURE _____ **DATE** _____

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The above named applicant has applied for our Director of Children and Family Ministry position. This program will be most beneficial if the applicant is qualified in terms of possessing definite leadership potential, skills and Christian character. Your frank, honest and prompt evaluation will help us discern those who will best serve in partnership with our church.

Everyone possesses strengths and weaknesses. It is important to know a person's growth areas as well as their strengths. Please give as objective a reference as possible to assist us in our search. Please fill out and mail this form as soon as possible send to:

**DIRECTOR OF CHILDREN'S AND FAMILY MINISTRIES REFERENCE
ATTENTION: Scott Vance
WHITE CLAY CREEK PRESBYTERIAN CHURCH
15 Polly Drummond Hill Rd.
Newark, DE 19711
Or email: svance@wccpc.org**

REFERENCE INFORMATION:

Name: _____ Position _____ Phone (____) _____

Name of church or business _____ Signature _____

Address _____ City _____

State _____ Zip _____

Please complete all of the questions below to help us in our selection. Specific answers help us in the process so please provide more than just a few words.

How long have you known the applicant? _____

In what capacity have you been related to the applicant? _____

Would you consider your relationship with the applicant to be (*Circle one*):

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9. Does the applicant have energy, endurance and good physical health?

10. How would you describe the applicant's sense of humor? Please explain.

Applicant's personality is:

Wild and crazy	5	4	3	2	1	Shy and withdrawn
Positive	5	4	3	2	1	Negative

In what areas could this person improve?

What do you think their biggest struggle would be in this position? How might we come encourage this person grow in their leadership and abilities?

Thank you for your time and consideration in this matter.