



**GROSSE POINTE MEMORIAL  
CHURCH**

*a light by the lakeshore*

## **Job Description**

- Title:** Director of Children’s Ministries
- Purpose:** Leads the GPMC Christian Education programming for all children (infant-grade 4). Teaches God’s love through word and deed and leads by example as a teacher, role model, mentor, and friend.
- Supervision:** Reports to the Associate Pastor for Education and Community Life
- Status:** Full-time, exempt, with GPMC benefit package
- Evaluation:** Performance evaluations will be conducted with the Pastor for Education and Community Life a minimum of once a year

### **Education, Experience and Skills Required:**

- Four-year bachelor's degree, teaching degree preferred
- Experience in teaching or mentoring children and/or youth
- Demonstrated administrative abilities managing programs and volunteers
- Core values include Christ-centered, inclusive, kind, loving, energetic, and fun
- Important traits include strategic visionary, skillful team builder, innovator, “unflappable” nature, and passionate about children and youth ministry
- Experience and confidence in working with Microsoft Office Suite
- Ability to communicate clearly and concisely, verbally and in writing
- Ability to lift/carry small parcels, packages, and other items (up to 30 lbs.)

### **Responsibilities:**

- Children’s Programming:
  - Nursery program (birth through kindergarten); including hiring/recruiting, training and supervision of paid and volunteer childcare workers
  - Children’s Time; Compose and deliver the children’s sermon once a month
  - Children’s Church (ages four through second grade); including training new storytellers and greeters, creating storyteller and greeter schedules, and supervise the preparation of Children’s Church worship area
  - Middle Hour Classes (ages four through fourth grade); research and select class curriculum, lead the Christian Education (CE) Council through the call/selection process for teachers and advisors, and supervise the preparation of classrooms
  - Special annual classes such as “Third Grade Bible”, “Holy Sacraments for Second Graders”, vacation Bible school, summer camps, Christmas pageant, and children’s concerts



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- Parent Ministry
  - Develop and implement comprehensive parent education programs that align with the church's values and teachings, focusing on parenting skills, child development, and family spirituality
  - Create and distribute resources, such as newsletters, articles, and online content, to support and educate parents within the church community
  - Encourage and facilitate the involvement of parents in church activities and CE ministry, fostering a strong sense of community and shared responsibility
  
- Administrative and Training:
  - Supervise any part-time CE staff
  - Serve as a staff liaison to the CE Council focused on children's programs
  - Assist the CE Council chair in developing children programs based on the vision and mission statement of the church
  - Provide training for the Child and Youth Protection Policy to new staff members, volunteers that work with children and newly elected officers of the church
  - Attend weekly department and staff meetings
  - Continually provide communication updates to the Director of Communications
  - Supervise Christian Education summer interns
  - Other duties as assigned

*This job description may be changed from time to time to meet the needs of Grosse Pointe Memorial Church as it affects the ministry and mission as a church.*