

Highland Presbyterian Church | Louisville, Kentucky
Position Description for Director of Children's Ministry
October 2023

Please submit all applications and questions directly to the Highland Presbyterian Church Children's Ministry Search Committee at hpc.childrens.ministry@gmail.com. Applications will be reviewed on a rolling basis, and all applications will receive a response. Tentative application closing date is January 31st, 2024.

**Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply to jobs unless they meet every stated qualification. At Highland Presbyterian Church, we are dedicated to building a diverse, inclusive, and authentic workplace and spiritual community, so if you're excited about this role, but your professional experience doesn't perfectly align with the qualifications here, we encourage you to apply anyway. You may be the right candidate!*

Context of the Position

Highland Presbyterian Church (HPC) is an inclusive and justice-focused urban church in the Highlands neighborhood of Louisville, Kentucky. HPC affirms the worth and dignity of all God's children and welcomes **everyone** to our congregation regardless of race, ethnicity, gender, age, sexual orientation, gender identity, physical or mental ability, income, or political beliefs. To read more, see our full [Inclusivity Statement](#).

We are a **PC(USA)** congregation, a **Matthew 25 Church**, a **More Light** congregation, and an **Earth Care Congregation**. We strive to be a community where people find a welcoming home to live their unique faith. We know it is difficult to learn a new place, new people, and we welcome everyone with open arms.

At HPC, we live our faith together in a variety of ways: We gather on **Sunday mornings for inspiring worship**. We **nurture our children** and **guide our youth**. We play **together in fellowship** as friends and families. We explore faith where questions are as important as answers. We **sing and make music**. We **welcome unfamiliar faces**, hoping for new friends. We **comfort the troubled** and **support our neighbor**. We strive to use our time and talent to serve God, **one another**, and **the world**, sharing hope from the heart of the Highlands.

Mission of HPC Children's Ministry

HPC strives to create an environment where adults and children can form strong relationships and construct knowledge together through play, spiritual and intellectual discovery, and the arts. HPC's Children's Ministry creates spaces and opportunities for children that encourage reflective thinking, respectful interaction, joyful exploration of the world, and spiritual discovery through story, play, and inquiry.

We recognize children as fully human and as integral learning partners with unique perspectives who can deepen and broaden our adult experience of spirituality. Additionally, HPC believes that

each child belongs and is to be loved, cherished, and seen as one of God's own, and as a vital, valuable member of our faith family.

Ministry History and Focus

HPC has deep roots in recognizing children as an integral part of our ministry and focus in Christian education. In 1949, as part of the church's Religious Education Program and as a service to the community, HPC founded its Nursery and Weekday School (HPCNWS). In continuous operation for nearly 80 years, HPCNWS has become a keystone in play-based, child-led, **Reggio-inspired** early childhood education in the Louisville community.

HPC's Children's Ministry focuses on programming for infants through 5th grade and is a partner ministry to the HPC Youth Ministry (6th-12th grades). The Children's Ministry provides a safe place for children to learn about the Bible, to question and grow their faith, and to help develop a positive spiritual identity. The importance of sharing God's love with each other and the community is emphasized through participation in service projects and enjoying fellowship with our families and each other. The HPC Children's Ministry strives to incorporate learned principles and practices from the HPCNWS while also deepening its focus on spiritual discovery and Christian education.

As Jesus said in Matthew 19:14, "Let the little children come to me, and do not hinder them, for the kingdom of God belongs to them." Children are essential members of our HPC faith community. Children are our learning partners, a central focus of our church's ministry, and HPC is committed to the educational, spiritual, and personal development of children from infants through elementary school. As such, HPC is in a unique and exciting position to re-vision and re-develop our Children's Ministry in partnership with a new Director for Children's Ministry.

We seek candidates who are open and willing to play an active role in envisioning how our Children's Ministry can collaborate more deeply with our Nursery and Weekday School and other existing ministries while also striving to innovate and create new and exciting community-based partnerships and learning experiences for children in our congregation and community.

Job Purpose

The purpose of this position is to develop, lead, and deepen the work of the Children's Ministry at HPC through collaboration, play, child-led philosophy, spiritual support, and active participation with and within our local community.

This position reports to the Pastor/Head of Staff, supervises a part-time resource assistant, and manages a cadre of volunteers and paid childcare workers.

Position-Specific Responsibilities

- **BUILD RELATIONSHIPS**
 - With children, parents and families by connecting with those who are seeking a foundational program of fellowship and spiritual development for their children.

- With staff and teachers at the HPCNWS. We are uniquely positioned to leverage the strength and expertise of our Nursery and Weekday School to deepen the impact of our Children's Ministry.
 - With the church staff and session members. Working with HPC staff in coordinating programming, attending staff/Session meetings as necessary, etc. Working closely with the Director of Music Ministries and children's music staff to dovetail children's activities with the children's choir experiences.
 - With the Director of Youth Ministry on various projects like annual training for volunteers/paid childcare workers on Child Protection Policy, Vacation Bible School (VBS) coordination, etc.
 - With the HPC Children's Committee, members of the church, and wider community as appropriate. The Director will have the assistance of experienced Sunday School teachers and an HPC part-time employee to help organize supplies and curriculum. Occasional participation at session is required.
- *COLLABORATE* with HPC staff/volunteers and HPCNWS staff to
 - Develop and implement a holistic Children's Ministry strategy, program plan, and multi-year program goals.
 - Creatively plan, organize, and implement a program that includes a variety of ways to attract, support, and engage the learners involved. These will include but are not limited to Sunday morning classes for infants through 5th grade, monthly family events and activities, organizing and leading the ROOTS group¹ for 3rd-5th grade. Seasonal responsibilities may include planning summer VBS and a ROOTS summer event/overnight(s).
 - Integrate children's regular participation and leadership in Sunday morning worship.
 - Hire and schedule paid childcare workers for Sunday School, worship, and special events. Submit hours to HPC staff for monthly payroll.
 - Each year, participate in continuing education/professional development classes, conferences, and/or workshops that support, enrich, and extend HPC programs for children and families. (This education should equally focus and support early-childhood-aged children's Christian education/spiritual development as well as grade-school-aged education/spiritual development.)
 - Create appropriate events/structures to share new learnings with Sunday School teachers and parents to engage and support growth and development of HPC's Children's Ministry.
 - Develop, test, revise, and implement holistic Sunday School curriculum and regular orientation for HPC Sunday School teachers.
 - *COMMUNICATE* clearly and regularly with all involved (children, parents, staff, volunteers, church community) the goals and the details of programming through various means (electronic, in-person during worship/congregational gatherings, etc.).

¹ ROOTS offers children grades 3-5 a way of exploring opportunities to "root" themselves in their faith through community-building activities such as recreation, service projects, and thoughtful discussion

- *COORDINATE* other activities and duties as necessary.

Required Qualifications

- Bachelor's Degree
- 3-5 years of related, professional work experience
- Ability to pass necessary background checks
- Experience in childhood education
- Spiritually active and curious
- Demonstrated ability to build relationships
- Highly attuned skills of active listening and incorporating innovative ideas into practice
- Commitment to professional development and continuing education
- Self-starting and able to work effectively with minimal supervision
- Proven ability to develop and implement successful educational programs/experiences for children
- Commitment to the vision and mission of Highland Presbyterian Church and the Highland Presbyterian Church Weekday School

Desired Knowledge, Skills, Abilities

- Genuine love for children
- Commitment to learn and practice a child-centered and child-led educational philosophy
- College degree in Child Development, Education, Theology, and/or related fields
- Highly collaborative
- Excellent communication skills both verbal and written
- Empathetic, energetic, creative, and inclusive
- Open-minded growth mindset with a hunger to learn
- Willingness to challenge long-held beliefs and assumptions in order to further equity, social and racial justice
- Experience working with/in faith communities and with spiritual formation/exploration
- Ability to understand and navigate complex situations
- Honest, transparent, and highly communicative
- Knowledge of and investment in the local community

Compensation and Benefits

- 30-32 hours/week including Sundays
- Minimum salary: \$48,000
- Health benefits: the HPC employee benefits plan pays for 80% of the cost for medical coverage for the employee and contributes 12% of the employee's annual salary into the employee's Retirement Savings Program
 - Dental and most vision coverage are optional and would be paid for by the employee.
- Paid vacation and sick leave
- Commitment to support professional development and continuing education

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