

Our Lady of the Valley Catholic Parish Catholic Diocese of Boise

Job Description

Director of Children's Ministries
Revision Date: 01/12/2019

Purpose of Position

This position is a professional lay minister who is entrusted by the Pastor with the responsibility for developing, implementing and maintaining a faith formation program for parish children. In collaboration with the Pastor and other Ministries Directors, the Director of Children's Ministry has the responsibility of overseeing ministries that address the total social, personal and spiritual formation of parish children. This includes responsibility for the development and supervision of faith formation for children aged pre-school through fifth grade. In addition, this position helps to provide opportunities for families to grow in their knowledge of and love for God, their Catholic faith and each other. Help parents to understand their role of passing on the Catholic faith to their children and provide support as we integrate their children into the parish community. This position is also responsible for instruction and preparation needed for children and youth First Communion.

Accountability

This position shall be directly accountable to the Pastor in regards to ministries, spiritual direction and religious education.
This position shall be accountable to the Parish Business Manager in regards to Human Resource issues. Work directly with Adult and youth Ministers as an overall Family Ministry Team Member.

FLSA Information

Full Time position, normally not exceeding 40 hours per week, requiring flexible hours.

Expectations

1. Displays a calm, positive and inviting attitude to members and guests of the parish.
2. Strives to unite and improve relationships with and between staff members, service groups and parishioners.
3. Demonstrates a growing relationship with Jesus.
4. Maintain confidentiality and appropriate personal and professional boundaries.

Scope of Responsibilities

1. Articulate a vision within the Parish community to include an assessment of needs, setting of priorities, setting of goals and objectives, and the implementation of plans of action.

2. Communicate and cooperate with all Parish Ministers and Staff to serve as a resource and support for other ministers, participate in meetings as necessary.
3. Plan Curriculum, assess needs, incorporate prayer, service and outreach at all levels
4. Administer Religious Education programs to include program coordination, assign catechists and volunteers, keep sacramental records, set and enforce facilities guidelines.
5. In cooperation with other ministry staff, oversee and supervises the children's, youth and young adult staff and volunteers.
6. Assist in budgeting of all financial aspects of the religious education program.
7. Recruit and form Catechists, including Catechist education and training, adhering to Diocesan guidelines.
8. Collaborate with other parish ministries to coordinate scheduled social activities and retreats.
9. Ensure the existence of a safe environment for Children and youth at all times; implement standard operation procedures (SOP's) for childrens activities as needed.
10. Prepare reports as necessary.
11. Perform other duties as assigned.
12. Attend and participate in regular staff meetings.
13. Communicate to staff about children's ministry activities.
14. Seek staff input in planning ministry activities.

Roles & Responsibilities

Ministry Development:

1. Work collaboratively with the Pastor and staff in creating a vision and master plan for developing a comprehensive children's ministry, with particular responsibility for faith formation of children 5th grade and younger to include pre-school through kindergarten in collaboration with other parish ministries.
2. Plan and/or coordinate children - related special events including family, parish events, service opportunities and children minister leadership and catechist training.

Ministry Management:

1. Coordinate and manage the Children's Ministry office.
2. Coordinate and manage volunteer recruitment, training, formation and support; act as a liaison between the catechists, children ministry staff, and church staff; address behavioral issues as needed.
3. Be a pastoral presence to children, volunteers and parents.
4. Work collaboratively with Youth and Adult ministry to aid in formation of parents and families as a whole.

Administration and Communication:

1. Be aware of and implement Diocesan and Parish policies as they relate to Children's Ministry.
2. Maintain adequate communication with parish and staff to promote awareness, understanding and support of children's ministry within the parish.
3. Coordinate written and electronic communication with assistance from the Administrative Assistant.
4. Develop promotional materials for events: flyers, informational handouts, registration forms, bulletin announcements, electronic communication, etc.

5. Develop and maintain a financial budget for children's ministry.
6. Participate in Diocesan in-services and support gatherings for Coordinators of Youth Ministry whenever possible
7. Actively seek opportunities for personal spiritual growth
8. Develop professional skills through educational opportunities as needed and available

General Qualifications:

1. Catechetical or theology background
2. Meets qualifications of Parish and Diocesan Safe Environment Policies
3. Administrative and organizational skills
4. Able to establish a rapport with 5th grade and younger children and their parents
5. Ability to work with volunteers
6. A self - starter with initiative
7. Able to work collaboratively
8. Able to work weekends and evenings as needed
9. Commitment to personal spiritual growth
10. Commitment to professional growth
11. Excellent communications skills, verbal and written; excellent human relations and interpersonal skills
12. Exercise courtesy to fellow employees, parishioners and the general public
13. Must be a self-starter; well organized; perform multiple tasks simultaneously and work with a sense of urgency
14. Ability to maintain confidentiality (No Exception)
15. Ability to work collaboratively in a team environment;
16. Punctuality is a must at all times
17. Ability to travel locally as required
18. Proficiency in computer technology to include word-processing, spreadsheets and power point
19. Professional bearing; clean and neat personal appearance
20. Ability to successfully pass a background, and criminal history

Must have a working knowledge of and a strong commitment to the mission of the Diocese and Catholic Church; must be in full communion with the Church.