

Gateway Presbyterian Church  
**DIRECTOR OF CHILDREN'S Ministry**  
Job Description

**Purpose:**

*To serve as a staff member within a vibrant congregation, working with a committed staff and gifted lay leadership in order to nurture and develop relationships with children, from birth through 5<sup>th</sup> grade and their family, in the love and grace of Jesus Christ.*

**Duties and Responsibilities:**

1. Recruits, trains, and coordinates volunteer staff for Children's Ministry (CM) classes and events, worship services and Gateway programs. Supports and encourages volunteer staff. Works cooperatively with all staff and volunteers.
2. Provides a warm, friendly and learning environment for children and families. Must have ability to be playful, fun and outgoing as you engage with children and families.
3. Uses appropriate child development knowledge to best meet the needs of Gateway children in curriculum selection, child discipline, classroom grouping, etc.
4. Communicates the needs of the children's program to other staff and church leaders as appropriate. Organizes, sets-up and stocks classrooms with necessary supplies.
5. Coordinates sanitation and safety protocols for CM.
6. Works with Management Ministry for repairs.
7. Visits classes for the purpose of evaluation and teacher support in order to address any issues or emergencies that arise. Teaches classes as needed.
8. Coordinates and provides leadership in developing and implementing a young family outreach ministry focused on children and parent support activities.
9. Assists Senior and Associate/Assistant Pastors in visiting young church families involved in CM as requested; to consult with parents regarding an issue with their child; and to refer to certified counselors as appropriate.
10. Attends monthly CM Team meetings, weekly Staff meetings, and attend monthly Session meetings as needed.
11. Participates in the CM Team annual budget estimating process.
12. Coordinates childcare for Gateway services and events.

13. Participates in the life and worship of the Congregation.
14. Performs other duties as assigned by the Head of Staff that contribute to the administration and life of the Church.

**Accountability:**

1. Supervision – Senior Pastor (Head of Staff)
2. Program Support – Children's Ministry Team
3. Annual Performance Review – Head of Staff

**Personal Qualifications:**

1. Has a personal, active and growing relationship with God through Jesus Christ.
2. Energetic, warm and able to share the love of Jesus to children and their families.
3. Is comfortable with visiting church families involved in the CM.
4. Able to balance work and family.
5. Physically capable of sustained activity.
6. Strong time management and organizational skills.

**Professional Qualifications and Experience:**

1. Degree completion in Early Education and Family Studies, Human Growth and Development, Children's Ministries or Christian Education preferred. If degree not complete, submit copy of transcript showing career pathway.
2. Experience working with children in a group setting, home visiting and/or coordinating with families, and working with volunteers strongly preferred.
3. Seeks opportunities to grow professionally.
4. Maintains confidentiality as appropriate and accountable with church resources.

***Additional Professional Skills Desired:***

1. Knowledge and experience in Biblical interpretation, child development (and faith development) and religious educational theory and practice.

2. Understands reformed theology, and polity, program and mission of Gateway Presbyterian Church and Covenant Order of Evangelical Presbyterian

**Work Schedule:**

1. 30 hours/week.
2. Establish regular office hours to be available for families and team members.

Submit resume by email at [office@gatewaypc.org](mailto:office@gatewaypc.org) or at 1111 Dry Hollow Road, The Dalles, Or 97058. Visit website: [www.gatewaypc.org](http://www.gatewaypc.org) for job description.



# Gateway Presbyterian Church Employment Application Form

(Pre-Employment Questionnaire/An Equal Opportunity Employer)

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
First MI Last

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Position Applying for: \_\_\_\_\_

Applying for: \_\_\_\_\_ Regular full-time \_\_\_\_\_ Regular part-time \_\_\_\_\_ Temporary

Describe availability: \_\_\_\_\_

Have you applied for a position at Gateway Church before?  Yes  No. If yes, when? \_\_\_\_\_

Do you have any friends or relatives employed at Gateway Church?  Yes  No. If yes, share:

\_\_\_\_\_  
Name, Position Relationship

\_\_\_\_\_  
Name, Position Relationship

Do you attend Gateway Church?  Yes  No ~ If yes, for how long? \_\_\_\_\_

Are you a member of Gateway Church?  Yes  No ~ If yes, date joined? \_\_\_\_\_

If hired, can you present evidence of your US citizenship, or proof of your legal right to live and work  
in this country? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you at least 18 years old? \_\_\_\_\_ Yes \_\_\_\_\_ No

(If under 18, hire is subject to being of minimum legal age to work)

Have you ever been arrested or convicted of a crime (other than moving violations)?  Yes  No

If yes, please explain. \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying,  
 either with or without reasonable accommodation?  Yes  No

If no, describe the functions that cannot be performed:  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you currently employed?  Yes  No

If so, may we contact your current employer?  Yes  No

**Education**

	Name/Location of School	# of years attended	Did you graduate?
High School			
College			
Post-College			
Other			

**Employment History**

List below the last four employers, beginning with your most recent employer. Account for  
 all periods of unemployment.

To/From Dates	Name/Address Phone #	Position	Reason for Leaving
From To			
From To			
From To			
From To			

## References

Please give the names of three persons not related to you whom you have known at least one year.

Name	Phone Number	Address	Occupation	Years known
1.				
2.				
3.				

**Please read carefully, initial each paragraph, and at the end:**

\_\_\_\_\_ *Initials*  
 I authorize former and present employees, and professional, work, and personal references listed in the application and any other individuals I may name, to give Gateway Church or its designees any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release such parties from all liability for any damages that may result from furnishing such information to Gateway Church. I also authorize Gateway Church to provide truthful information concerning my employment with it to future employers, and I agree to hold it harmless for providing such information.

\_\_\_\_\_ *Initials*  
 I understand that Gateway Church reserves the right, to the extent permitted by law, to require drug and alcohol screening tests of an applicant or an employee either prior to employment or anytime during employment, and I hereby give my consent to any such tests. I consent to the release of the results to any such tests to Gateway Church or its designees. I release Gateway Church and its designees from any and all liability and damages which may result or arise from any drug and alcohol screening tests or the provision of information in connections with such tests.

\_\_\_\_\_ *Initials*  
 I understand that Gateway Church may require a physical examination during employment to assure my physical ability to perform duties.

\_\_\_\_\_ *Initials*  
 I understand that this employment application and any other documents are not promises of employment. Should I be employed, I understand that my employment will be on an "at-will" basis. I further understand that if I am employed, I may terminate my employment at any time, with or without advance notice and that Gateway Church has a similar right. I understand that no one at Gateway Church has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I agree to be bound by any additional employment standards as set forth in this application, the employee handbook, or agreed to between myself and Gateway Church at the time of hire.

\_\_\_\_\_ *Initials*  
The information given by me on this application and during the interview process is true and complete in all respects, and all information requested in the application and hiring process will be provided on a timely basis. I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in Gateway Church's judgment), I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

\_\_\_\_\_ *Initials*  
I acknowledge that Gateway Church may obtain a criminal history background screening on me for use in connection with my application and, if I am hired, my employment with Gateway Church. I also authorize Gateway Presbyterian Church to obtain this information periodically while I am employed.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*

Please use this space to write a brief faith statement, or testimony of how you came to know Jesus Christ as your Lord and Savior. (Optional)