

Ministry Residency Program at Denver Seminary

INTERNSHIP OPPORTUNITY: Director of Children's Ministries Resident

LOCATION: First Presbyterian Church of Littleton

About: First Presbyterian Church of Littleton (FPCL) is a mid-sized church (180 in worship, 330 in membership) near the downtown of Littleton, CO.

"We have two traditional worship services on Sunday morning (8:30 and 10:30am). Our children's education is during the 10:30am service, our youth ministry is Sunday evening, and our adult education is scattered throughout the week in Bible studies and groups. For more information visit <http://littletonpresbyterian.org>."

The Director of Children's Ministry position is a 15 hour/week position. The person in this role is responsible for the oversight of all curriculum, classes, volunteers, and events related to children, age 3 through fifth grade, in the church.

TUITION CONSIDERATION: \$6,000 per year in Tuition Paid
10% tuition discount
Taxable Living Stipend: YES, \$6,750 year

ESTIMATED TIME COMMITMENT: 15 hours per week

QUALIFICATIONS:

- At least 21 years of age
- Not a member of First Presbyterian Church of Littleton
- Mandatory background check
- Minimum of a Bachelor's degree, preferably in a related field (i.e. elementary education, leadership, theology, child psychology)
- Availability to be at the church on Sunday mornings
- Prefer at least 2 previous experiences in children's ministry or related work (i.e. teaching experience, summer camps for children, other non-profit work with children)

RESPONSIBILITIES:

SUNDAY SCHOOL:

- o Select, purchase, and implement curricula for the preschool and elementary classrooms. Currently we are using the *Dig In* curriculum from Group (www.group.com/digin)
- o Recruit volunteers for Sunday School classes, and create volunteer rotation schedules for the Sunday School year (September-May)
- o Maintain consistent communication with children's ministry volunteers (emails, trainings, mail, etc.)
- o Order supplies for Sunday School classrooms, lessons, and units
- o Ensure all volunteers have completed the online Safe Sanctuary training
- o Supervise and float between the preschool and elementary classes during the CE hour on Sunday mornings (10:45-11:30am)
- o Arrange for special events during the course of the year (3rd Grade Bible Presentation, assist with Family Easter Egg Hunt event, etc.)

- o Maintain communication with parents and families of young children in the church (sending church postcards, email updates, newsletter articles, building personal relationships, etc.)
- o Occasionally assist in worship with a Children's Sermon

VACATION BIBLE SCHOOL:

- o Select and implement VBS curriculum for each June
- o Serve as Director of VBS
- o Recruit a VBS committee and schedule planning meetings
- o Recruit and train VBS volunteers for the various classes and activities of VBS
- o Organize church decorations and preparations for VBS
- o Facilitate VBS pre-registration process
- o Communicate with the congregation about VBS through newsletter advertisements, flyers, bulletin announcements, etc.

ADMINISTRATIVE DUTIES & MISCELLANEOUS DUTIES:

- o Prepare weekly bulletin announcements (as needed) for the Children's Ministry area, and send these on to Church Administrator
- o Prepare monthly newsletter announcements for the Children's Ministry area
- o Complete Purchase Orders and submit paperwork
- o Attend the Christian Education Committee meeting once per month, and bring monthly updates on Children's Ministry
- o Coordinate and plan with C.E. Committee for seasonal family events
- o Maintain communication with Children's Choir Director about the Sunday School calendar year
- o Keep in touch with volunteers on scheduling, curriculum, etc.

TO APPLY: Please send resume to:

cody@fpcl.org

Cody Sandahl

Frist Presbyterian Church of Littleton

www.fpcl.org

www.littletonpresbyterian.org

First Presbyterian
Church of Littleton

1609 W Littleton Blvd, Littleton, CO 80120

DEFINITION OF THE MINISTRY RESIDENCY PROGRAM:

By Definition the Residency Program is an Internship and contains the following:

1. *Similar ministry training as that available in and through schooling for future clergy;*
2. *This training is for the benefit of the trainee;*
3. *Resident is not a replacement for a regular employee, but works under close observation;*
4. *This program is considered to be of greater value to the trainee than to the employer;*
5. *Trainees are not necessarily entitled to a job at the completion of the program;*
6. *Employer and trainee understand that trainees are not entitled to wages for the time spent in training.*