

**Position Description**  
**First Presbyterian Church**

**TITLE:**         **Director of Children’s and Family Ministries, Birth to 5<sup>th</sup> Grade**

**PURPOSE:** Direct, coordinate, and implement our children’s ministry to reflect our stated Children’s Ministries vision: to teach children about Jesus, to provide resources to families, to help children grow in their faith and fellowship, and to encourage children and parents to invite others to come worship and serve the Lord with us. This is part of our greater vision which is to “make the Word of God fully known...that we may present everyone mature in Christ” (Colossians 1:25-28).

**ACCOUNTABILITY:** The Director of Children’s and Families Ministry, Birth to 5<sup>th</sup> grade reports to the Pastoral Associate and the Session through the Personnel Committee and serves as resource staff to the Children’s Ministry Team

**RESPONSIBILITIES:**

- Utilizing the Children’s Ministry vision and the Church’s vision statement (above), use your gifts and talents to evaluate, enhance, change or create programs in coordination with the Children’s Ministry Team (parents, volunteers, Church staff and Session Members).
- Direct, coordinate and lead (with teams) the Sunday School Children’s Ministry.
  - Provide oversight to curriculum selection, implementation, evaluation and the ordering of the needed materials and curriculum
  - Be a part of the Sunday School Teaching rotation
  - Prepare classrooms for each Sunday’s class
  - Recruit and train teachers/volunteers; weekly remind them of their duties
  - Monthly meet with Sunday School teachers to assess the program
- Direct, coordinate the calendar and lead (with teams) the educational component of the Wednesday night FEAST Program.
  - Ensure volunteers are ready, resourced and ready to teach
  - Be in conversation with parents about FEAST’s educational component
- Direct, coordinate and lead (with teams) the Sacraments Class
  - Provide oversight to curriculum selection, implementation, evaluation and the ordering of the needed materials and curriculum
- Lead the Children’s Ministry Team Bible study once a month
- Coordinate and supervise the Sunday morning and Wednesday night Nursery paid staff, volunteers and the Sunday Morning Preschool teachers, staff and curriculum
- Schedule and coordinate (with teams) other children’s activities, VBS, Mission Projects, social events, etc.
- Communicate in a timely fashion with parents so that they understand their role in educating their child (i.e. Deut. 6:4-9; Psalm 78:1-8) and provide ongoing educational opportunities for parents (parenting seminars, family devotions, etc.)
- Maintain materials and supplies for all program needs pertaining to the Children’s Ministry rooms
- Write a monthly article for the church’s newsletter, The Columns

- Develop budget recommendations for the Children's Ministry and track expenses
- Maintain the Children's Ministry webpage and church bulletin boards, and write press releases about events for the local newspapers

**SHARED RESPONSIBILITIES INCLUDE:**

- Participate in team building between various ministries within the church.
- Communicate regularly, work cooperatively and meet monthly with the Youth Director and the Pastoral Associate.
- Work on outreach opportunities in conjunction with other church staff.
- Attend daily staff prayer times when available

**FULL-TIME POSITION:** 40 hours per week; Salary and benefits commensurate with experience and qualification.

**RELATIONSHIPS:** The Director of Children's and Families Ministry, Birth to 5<sup>th</sup> grade relates to the Pastoral Associate, who is the immediate supervisor (dotted line of authority to the Personnel Committee).

**EVALUATION:** Performance reviews and evaluations will occur twice a year by the Pastoral Associate that includes a documented, annual performance review by the Pastoral Associate in consultation with the Personnel Committee.

**QUALIFICATIONS:**

- Has a contagious faith in Jesus Christ as Savior and Lord
- Has an abiding love for the Church of Jesus Christ
- Has a heart and passion to see children raised in the Biblical and historical faith of Christianity and the Book of Confessions
- Incorporates Bible study and prayer as an integral part of personal and team development
- A Bachelor's degree, preferably, in Christian Ed. or a related Educational field
- Listens patiently, speaks and writes clearly and cares deeply
- Enjoys being a team player and can train and recruit a team of volunteers
- Stewards financial resources and provides budgetary oversight for their programs
- Is a person of integrity whose life reflects grace, hope, humility and humor