

# FIRST PRESBYTERIAN CHURCH

## Position Description

Title: Director of Children's Ministries	Date: 3/4/2019
Department: Next Generation	Prepared By: RVM, DDNH, MDP
Regular – Full-time	Exempt

**SUMMARY:** Minister to children from birth through grade 4 and their parents in order that our young people will come to know Christ, love Christ and serve Christ. Provide a safe and nurturing environment for children. Present God's Word to the children. Support their parents in Christian parenting. Select/develop appropriate curriculum. Supervise children's ministries, employees and volunteers. Oversee all programs, special events, and activities for children.

### ESSENTIAL FUNCTIONS:

- 40%     **Spiritual Development** – supervise all educational and faith development programs within Children’s Ministry: Sunday morning classes, K2 Quest, AWANA, and special classes.
  
- 20%     **Events** - Provide family-friendly faith-based functions: i.e. Jammies for Jesus, Advent Workshop, Nativity, Summer Swim, and VBS
  
- 25%     **Relationships with Families** - Correspond and connect with parents, children, and new babies. Coach parents on the spiritual development of children. Provide special programs for parents and children.
  
- 5%      **Safety** – Attend to the cleanliness and safety of the nurseries, preschool areas, and classrooms. Review plans in place for fire, tornado, and active shooter scenarios. Ensure all staff and volunteers are background checked and trained. Oversee the schedule of weekly volunteers to meet policy requirements.
  
- 5%      **Leadership & Administrative Duties** - Attend meetings, leadership retreats, and oversee follow-up projects. Prepare and oversee implementation of annual operating budget.
  
- 5%      **Professional Development**

### ACCOUNTABILITIES:

- Supervise all the Children’s Ministry staff members and provide opportunities for ongoing professional development. Recruit and train volunteers; maintain the Shepherd Program. Ensure all staff and

volunteers are trained in the curriculum they are teaching children, in child protection policies, and in safety and security procedures.

- Provide leadership and direction for all Children's Ministry programming, ages of birth to Grade 4. Facilitate a fun and inviting place where children and their families want to come and learn about God and grow their faith. Select and/or develop effective, age-appropriate curriculum for Sunday School classes and K2 Quest. Oversee AWANA program - encourage and train children in Bible memorization.
- Provide family friendly events that encourage faith development and fellowship such as Jammies for Jesus, Advent Workshop, Nativity, Summer Swim, and VBS. Celebrate family milestones such as baptism, kindergarten/4<sup>th</sup> Grade Bible Blessing, and backpack blessing. Participate in church-wide cross-generational events such as Fall Festival.
- Develop and cultivate "home-based" ministries and tools that will effectively encourage and equip parents/caregivers to nurture faith in their children. This may include parenting classes, small groups, special speakers or events, and other educational opportunities. Coach parents on topics such as: spiritual development of children, growing children in their faith, parenting in the pew, and family prayer practices.
- Build relationships with families: visit new babies and their parents, meet with new families who join the church, follow up with families who are no longer engaged in congregational life.
- Collaborate with parents of special needs children to see how the ministry team can best support them.
- Ensure all facilities and spaces are maintained properly, communicating needs to maintenance staff as needed, and purchasing supplies.
- Develop and oversee a communication plan that provides a consistent, steady stream of reliable information while also branding Children's Ministries in an effective manner.
- Support and encourage other ministries in the Church - youth, Worship 101, music, etc. Work closely with student ministries team to ensure seamless transitions between grade levels.
- Attend regularly scheduled staff, Children's Ministry Team and Next Generation session meetings as well as other necessary or required meetings.

#### INTERNAL/EXTERNAL RELATIONSHIPS

- Internal: Report to Next Gen Associate Pastor. Supervises the Children Ministries staff members.
- External: Works with families with young children, represents FPC at conferences and/or meetings, networks with other children's ministry professionals in similar positions, partners with AWANA staff.

#### QUALIFICATION STANDARDS:

- An active, growing relationship with Jesus Christ. Knowledge of the Bible, the Reformed tradition and an ability to relate the Gospel of Jesus Christ to children and their parents/families
- Must demonstrate the ability to effectively recruit, organize, train and manage a team of volunteers/paid staff, as well as managing and balancing a budget.
- Minimum 3 years' experience working with children and parents in faith-based programs or similar fields
- Minimum Bachelor's Degree, preferably in Christian Education or a child-development field

#### STATEMENT OF UNDERSTANDING

I have received, read, and understand the general requirements of my job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Manager

\_\_\_\_\_  
Date