

Director of Children and Family Ministry
Job Position and Description
First Presbyterian Church - Fairbanks, Alaska
January 2019

Purpose: With the assistance of the Children's Ministry Team, the Director of Children's Ministry will oversee and develop a comprehensive program for children and families from birth through 6th grade which addresses the Mission and Vision Statement for First Presbyterian Church with creativity and relevance:

“**Our mission** is to welcome all people, equip them for a deep and living faith in Jesus Christ, and send them into the world to share God's love. **Our vision** is to be a beacon for Jesus Christ. With his love and joy, we will draw people into a safe harbor where they are welcomed, healed, restored and nurtured, becoming radiant witnesses.”

Accountability: The Director of Children and Family Ministry will be accountable to the Senior Pastor as the head of staff, and through the Senior Pastor to the Session of Elders.

Duties and Responsibilities:

1. Actively nurture your own personal spiritual life.
2. Pray regularly for individual children in our congregation and for the church as a whole. Create a monthly prayer calendar listing individual children for our congregation to pray for.
3. Recruit Children's Ministry Team members; organize and lead monthly team meetings to address goals and accomplishments. Regularly review child safety and emergency procedures.
4. Plan and select curricula with session oversight to address the mission statement.
5. Plan, recruit, and train teachers for Sunday morning and mid-week programs for children. Provide ongoing training as appropriate and maintain regular contact with teachers throughout the teaching season regarding preparation and supply needs.
6. Manage Sunday morning children's programming, integrating children into worship as opportunities present. This includes management of the attendance kiosk, the Nursery, Sunday School, and Children's Church. Develop and deliver a children's sermon every Sunday morning worship service. Follow up with new families, welcome them, provide information, and invite them to participate in deeper involvement in church life at FPC.
7. Develop and maintain a weekly Discipleship Program for 4th through 6th grade students. Work in conjunction with the Youth Minister to facilitate transition into Middle School.

8. Develop and manage a team to maintain the Children's areas so they are safe, attractive, and welcoming spaces.
9. Ensure adequate supplies are on hand to support children's programs, create an annual budget, and manage that budget throughout the year.
10. Develop and supervise annual Vacation Bible School (VBS), Christmas Pageant, and Easter Outreach activities.
11. Develop a communication strategy to include personal conversations with parents, bulletin announcements, a monthly article in the First Light Newsletter, social media, and printed literature, such as brochures and flyers, and other appropriate materials.
12. Provide teaching, training, and mentorship to parents through direct personal contact, parenting classes, and other appropriate methods regarding Christian parenting and child development.
13. Develop, implement, and maintain a plan for ongoing community outreach for children and families.
14. Partner with the Youth Minister on family ministry including transitions into adolescence, lifelong faith development, Christian parenting, and celebrating milestones of faith.
15. Supervise Nursery Staff and develop and train a teacher for a program consistent with our mission statement.
16. Develop an annual plan of action, to be reviewed with Senior Pastor at least twice each year. Provide a monthly written report to church session.
17. Meet weekly with Senior Pastor and staff for study, prayer, and planning.

Relationships: Senior Pastor, head of staff and direct supervisor, and has working relationships with the congregation, the Children's Ministry Team, the Youth Minister and the Session.

Time Expectation: Maintain a 40 hour work week. The position is salaried and exempt from overtime.

Evaluation: The Sr. Pastor will conduct performance reviews annually with assistance from the Session Personnel Committee. The Personnel Committee will annually review the adequacy of compensation for this position.