

Director of Children's Ministry

Fourth Presbyterian Church
5500 River Road, Bethesda, MD 20816
<https://4thpres.org>

Purpose of Position

The Director of Children's Ministry provides overall direction for all Children's Ministry programs and events for children, infants through 5th grade, of Fourth Presbyterian Church. The Director is responsible for all aspects of Children's Ministry, including staff and volunteers, budget, curriculum, policies and procedures, and special events.

Primary Responsibilities

- Implement and coordinate a balanced, age-appropriate program of Christian education, worship, fellowship, service, and outreach that is consistent with Scriptural truth and the overall vision of Fourth Presbyterian Church.
- Recruit, train, and support a team of staff, teachers, and leaders who model the love of Jesus to children.
- Equip parents with resources and support to shepherd their children's growth in their knowledge of Scripture and love for Jesus.

Duties

- Children's Ministry Staff and Volunteers
 - Supervise Children's Ministry paid staff. Meet regularly to coordinate plans and activities.
 - Recruit, train, and care for volunteer teachers and leaders.
 - Oversee Children's Ministry Committee. Meet quarterly to review and establish goals, policies, and programs.
- Operations
 - Oversee all Children's Ministry programming, including, but not limited to, Sunday morning childcare and Sunday School classes, Cherub/Children's Church, Fourth Night Kids Club, and G3 program.
 - Manage all aspects of curriculum selection and implementation.
 - Prepare and monitor annual Children's Ministry budget.
 - Oversee all aspects of Vacation Bible School program including, but not limited to, volunteer recruitment and training, curriculum selection and implementation, schedule, logistics, and budget.
 - Implement and update policies and procedures, including the Child and Youth Protection Policy.
 - Address any children's safety, health, or discipline issues that arise during Children's Ministry classes and events.
 - Oversee all special events including the Family Advent Celebration and Family Christmas Eve service.
 - Manage Children's Library operations in coordination with Library staff.

- Care/Support
 - Identify opportunities to welcome and integrate new/visiting families.
 - Cultivate parent involvement and engagement with Fourth church.
 - Provide resources for parents to support the Christian nurture of their children.

The above statements describe the general nature and level of work being performed. They are not intended as an exhaustive list of all responsibilities, duties, and skills required in this position. Other duties may be assigned.

Qualifications

- Bachelor's degree
- Two years of management experience preferred
- Excellent organizational and communication skills
- Experience working with children and volunteers
- Demonstrates willingness to become a member or is currently a member in good standing of Fourth Presbyterian Church
- Commitment to reaching children and families for Christ

Qualified candidates can send a cover letter and resume to Corey Gray.