

**Fairview Evangelical Presbyterian Church  
800 Fairview Road, Glenmoore PA**

**JOB DESCRIPTION**

**DIRECTOR OF CHILDREN'S MINISTRY**

**POSITION SUMMARY:**

The Director of Children's Ministry at FEPC is directly responsible for leading the children's ministry and the staff and volunteers who support this ministry. FEPC's children's ministry is committed to fostering an environment where children feel safe and welcome as they develop their personal relationship with God and His son Jesus Christ.

*Reporting relationship:* Pastor

**RESPONSIBILITIES:**

- Develop and communicate a clearly defined mission and supporting plan for a growing, vibrant and comprehensive ministry for children at Fairview
- Recruit, train and develop committed and talented volunteers to serve as the children's ministry leadership team
- Develop and implement a plan for whole-family discipleship; to equip families and empower parents to disciple their children
- Develop and implement outreach initiatives to preschoolers and elementary school children and their families in the greater Glenmoore area. Utilize effective modes of communication including email, Church website, Facebook, Twitter, mailings, etc. to inform and engage families regarding programs, special events and opportunities to participate in the children's ministry and life at Fairview
- Lead strategic development of Bible-based curriculum and key aspects of the current children's ministry including Vacation Bible Study, Children's Sunday School, Junior Church, as well as leadership for future related programs like family fellowship, outreach events, and other special events
- Develop and administer the annual children's ministry budget
- Coordinate and arrange staffing for nursery and preschool during worship services and church-wide events, including making sure all volunteers pass background checks to work with children

**PERSONAL QUALIFICATIONS:**

- Vibrant and growing personal relationship with God through Jesus Christ

- Collaborative, servant leader with a passion for growing God's Kingdom through FEPC Children's Ministry
- Outgoing, energetic and creative
- Personally effective in sharing the love of Jesus with children and families
- Knowledge and acceptance of Reformed Theology
- Pennsylvania state certification to work with children and background check.

**EXPERIENCE:**

- BA or Associate's degree preferably in a related field (e.g., early childhood education, child development, Christian Ministry or Bible studies, etc.)
- Relevant experience (e.g., children's and family ministry programs, pre-school or elementary education)

**LOGISTICS:**

- This position is able to be part-time or full-time, depending on the desires of the right candidate
- While this position will have an office in the church and you will be expected to be present for Children's Ministry events, we are open to working from home when your physical presence is unnecessary
- Interested applicants, please send resume and cover letter introducing yourself to [tim@fairviewepc.org](mailto:tim@fairviewepc.org)
- You can use the same email address for questions or call the church at 610.942.2640