

## FIRST PRESBYTERIAN CHURCH - POSITION DESCRIPTION *1-2021*

Title: Director of Children and Family Ministries

**Purpose:** The Director of Children and Family Ministries will lead the vital and strategic Children's Ministries Team as it strives to fulfill its mission, goals, and duties of evangelizing and discipling children (birth – 5<sup>th</sup> grade) and empowering families to love and serve Jesus together. This individual, with the support of the Children's Ministry Team, will develop and equip volunteers and oversee the children and family ministry of the church.

**Accountability:** The Director of Children and Family Ministries is directly responsible to the Associate Pastor and serves as the staff resource person to the Children's Ministry Team.

**Qualifications:** The Director of Children and Family Ministries must have a personal and growing relationship with Jesus Christ as Savior and Lord, a love for children and their maturing in faith, as well as, a heart to equip parents in their role as spiritual leaders to their children. It is preferable that they have a bachelor's degree in education or a relevant field. Additionally, it will be helpful if the candidate has a minimum of three years' experience working with children, along with developing leaders and administering programs. The candidate must also believe Scripture is inspired and infallible, regularly spend time studying God's Word, and faithfully attend worship. The candidate should seek to honor Christ in all relationships and maintain a lifestyle which is consistent with scripture and the essential tenets of ECO.

The candidate must have excellent interpersonal skills, teaching gifts, experience recruiting and developing volunteers, and the ability to lead a vibrant growing children and family ministry. The ability to maintain and oversee the budget for the Children's Ministry Team is also needed.

The ideal candidate will possess the following:

- Affirmation and support of the mission and values of First Presbyterian Church
- Ability to relate well with people of all ages
- Clear understanding of biblical truth
- Ability to cast a clear and compelling vision and communicate it effectively
- Ability to lead by enlisting, equipping, encouraging, and entrusting a growing group of volunteers
- Self-directed, teachable spirit, positive attitude, flexibility, and sense of humor
- Skills in written and verbal communication
- Ability to encourage creativity and risk taking; develops new ideas and programs
- Pursues learning, growth, and new models of ministry
- Ability to build teams and foster a spirit of team work throughout all areas of the ministry
- Passion for evangelizing and discipling children, as well as, resourcing parents
- Ability to plan ahead, is well-organized, and detail-oriented
- Proficiency using computers, Microsoft Office, internet, and social media
- Intentional with the use of technology to effectively engage and accomplish ministry goals.

Responsibilities:

1. Initiates contact and develops relationships with covenant partner parents and children, as well as, with parents and children visiting from the community.
2. Develops and implements ways to involve children, and further enhance children's time spent in Sunday morning worship services.
3. Leads children's discipleship and evangelism programs (currently Sunday School and Mid-Week J.A.M. Jr., J.A.M., & 45 Club) by actively recruiting, developing, resourcing and encouraging leaders & teachers, guiding curriculum selection, ordering materials and curriculum, and promoting programs within and beyond the building.
4. Recruits, determines curriculum, and oversees Children's Church program.
5. Recruits and provides leadership and oversight for the Nursery program (including paid and volunteer staff).
6. Works with Coordinators to lead an effective Summer JAM/VBS Camp.
7. Regularly evaluates all children's programs and ministries with volunteers, leaders, and the Children's Ministry Team to ensure effectiveness, vitality, growth, outreach, and life change.
8. Intentionally looks for new ministry opportunities and service projects which might enhance First Pres' Children and Family Ministries.
9. Develops, organizes, and leads effective ways to equip and encourage parents to disciple their children. One of the ways that is done is by providing resources and planning activities during the Advent, Lent, and other special seasons.
10. Knowledge and understanding of basic technology resources (e.g. Zoom, Vimeo) along with proven creativity in leveraging these resources for successful children's ministry
11. Teaches the Preparing Kids for Worship Class (2<sup>nd</sup> - 3<sup>rd</sup> graders & a parent) exploring the different elements of worship, including baptism and the Lord's Supper.
12. Makes sure that all volunteers and paid staff working with children comply with the church's Child Protection Policy by having a background check and taking the required Child Safety Training.

To apply, send your cover letter and resume to Billy Craig, associate pastor for youth and evangelism, at [bcraig@firstpreshbg.org](mailto:bcraig@firstpreshbg.org).