

**First Presbyterian Church**  
**Director of Children's Ministry Job Description**  
**Job Title: Director of Children's Ministry**

**General Description:**

To model the love of Jesus Christ through developing, implementing, and directing effective ministries for encouraging and enabling spiritual maturity in the lives of children.

**Essential Job Functions:**

- Coordinate with the Director of Christian Education the development and direction of after-school and children's ministries to provide both outreach and discipleship.
- Direct responsibility for mid-week after-school ministries for children kindergarten through fifth grade which includes enlisting transportation from the school to church.
- Direct responsibility for Wednesday night children's ministry.
- Direct responsibility for Children's Church.
- Coordinate Sunday School for ages pre-K through fifth grade which includes ordering curriculum and supplies as needed.
- Direct responsibility for planning and production of Vacation Bible School and additional summer ministries.
- Coordinate with Nursery Director concerning Moppets portion of MOPS ministry.
- Recruit and train volunteers to fill supporting roles in all children's ministries.
- Work with Director of Christian Education and Christian Education Committee to develop and initiate new and innovative approaches for children and families not only covenant children but for reaching out to the unchurched children in our community.
- Responsible for the safety of the children. Reporting equipment or unsafe practices to the facility manger or proper authority.
- Work with the Budget and Finance Committee to create and manage the Children's Ministry Budget.
- Responsible for organization and functionality of resource room and children's educational department
- Coordinate occasional special event nights such as parent date nights where children's activities are provided.
- To think of ways to develop ministries for special needs children
- Directly supervises the Nursery Coordinator
- Director of Christian Education directly supervises the Director of Children's Ministry
- Work with Director of Children's Music Ministry on special music programs

**Knowledge, skills, and abilities:**

- Must be a Christian who confesses Jesus Christ as his/her personal Lord and Savior through their actions and lifestyle
- Must love and relate well with all children
- Must be an encourager to parents with children 0 years – 5th grade
- Possess a strong knowledge of scripture and reformed theology
- Possess knowledge of child development, including children with special needs
- Possess an understanding of a child's faith development process with goal to prepare all children to receive Christ, to become communicant members of the church, and to eventually transition into youth ministry.
- Computer literate with a knowledge of Internet and Microsoft Office preferred
- Possess excellent communication and creative relational skills using appropriate mediums such as email, telephone, letters, and face to face conversation
- Possess strong organizational and administrative skills
- Flexibility to a variety of changing events, schedules, and priorities
- Able to recruit, train, inspire, and encourage teachers, volunteers, and parents to minister to children 4 years through fifth grade
- Self-motivated and enthusiastic team player
- To show a supportive role in the children's activities outside of the church walls.

**Education and experience:**

- Must possess the God given gift for holding the position of Director of Children's Ministry
- Undergraduate degree in Christian Education is a plus
- Must have experience in Children's Christian Education, Elementary Education, or Child Care Administration

**Additional Job Requirements:**

- Flexible working hours will include Sundays and some evenings
- Must follow policies and procedures in accordance with FPC Christian Education priorities and Personnel Policy Manual
- Conduct oneself in the best interest of children, in accordance with and in support of FPC'S mission
- Must submit to and pass background screening, including criminal and drug testing