



Children's Ministry Director

Full-time

Position Context

The Children's Ministry Director helps children know that "Jesus has said yes to them" and to encourage and equip children and their families to follow Jesus in response. This position requires a personal relationship with Jesus, a love for children, excellent communication and organizational skills, and an ability to relate to parents, and volunteers. This position requires working on Sunday morning, Wednesday evenings, and other times Children's Ministry programming is offered.

Position Purpose

The Children's Ministry Director provides vision and leadership for Children's Ministry, birth through fifth grade, and has the overall responsibility to plan, organize, execute, and oversee this ministry.

Ministry Responsibilities

- Leadership and Vision
 - Advocate for the good of children and their families as the church sets overall direction, priorities, and programming.
 - Provide vision and leadership to help the whole church celebrate intergenerational communities.
 - Provide opportunities for children to learn and be transformed into the image of Jesus in developmentally appropriate ways.
 - Regularly communicate about Children's Ministry vision and opportunities to the whole church.
- Curriculum Assessment and Development
 - Evaluate, select, and adapt all curriculum for children's programming, developing a vision and sequence for faith development and growth, birth through fifth grade.
 - Write curriculum as necessary.
 - Teach as needed.
- Volunteer Recruitment and Development
 - Recruit, train, develop and encourage volunteers, including discipline procedures and classroom management.
 - Work with church staff to develop recruitment communication and celebration.
 - Supervise volunteers to ensure all children are well-cared for.
 - Be point-person for all volunteers if discipline or other issues arise during programming.
 - Lead programming as needed.
 - Equipping families for spiritual growth at home.
 - Resource families with materials to assist with faith formation at home.
 - Pray for children and their families.

Other Responsibilities

- Provide special children's activities, such as Vacation Bible School and other opportunities for children to connect relationally with each other.
- Set and maintain budget.
- Work as a team player on the church staff, including participating in staff meetings/training and working collegially. Support and advise other ministry areas as requested.
- Perform additional duties and projects as assigned by supervisor.

Reporting Relationships

- Reports to Associate Pastor of Discipleship and Mission
- Supervises Children's Ministry Coordinator
- Oversight of volunteers

Qualifications

- A personal and growing relationship with Jesus Christ and a love for children and their families.
- Alignment with the Covenant Order of Evangelical Presbyterians (ECO) Essential Tenets.
- Strong preference for a Bachelor's or Master's Degree in Christian Education or Theology.
- Experience working in Children's Ministry (3 years or more preferred)
- Strong interpersonal skills in order to build relationships and effectively communicate with children (birth through fifth grade), their families, and volunteers.
- Ability to recruit and train volunteers.
- Excellent organizational skills and ability to plan workflow.
- Be able to manage staff and volunteers, work independently and in a team.
- Administrative proficiency including ability to set budget and computer skills.

To apply, please send the following to Amy Carlan at amyc@1stpres.com.

- Cover letter
- Resume
- References
- Statement about your faith journey (how you came to know and follow Jesus)
- Personal statement of faith (theological beliefs)