

## **Children's Director Job Description**

Our Children's Ministry Director is responsible for developing, implementing, and overseeing a vibrant and effective ministry for children infancy through pre-teen. This role involves creating a welcoming and nurturing environment where children can grow in their faith, learn about God, and experience the love of the church community.

The person in this position must live out high standards in areas of personal relationships, commitment to Christ, and responsible Christian living in the church and community. Our ideal candidate would have a contagious love of Christ, Scripture, and the church. This person would possess strong relational and team building skills. They will build strong relationships with children, volunteers, and staff members.

### **This position includes the following duties:**

- Form the faith of children at First Pres through positive, age-appropriate relationships with children and their families through the following programs:
- First Kids
  - Plan First Kids schedule and curriculum.
  - Schedule volunteers for First Kids including dinner, recreation, music, lessons, and art.
  - Communicate with Nursery Director to schedule 3–4-year-old childcare.
  - Collaborate with Children's Music Leader and Director of Music to plan and execute children's singing in worship Christmas Pageant.
  - Lead group time at First Kids.
- Sunday School
  - Choose children's curriculum for all children's Sunday School classes.
  - Schedule teachers, shepherds, and back up volunteers.
  - Support teachers by providing curriculum and supplies weekly.
  - Recruit, train, mentor, and celebrate volunteer teachers.
  - Ensure classrooms are fresh, friendly, support the curriculum and are age appropriate.
  - Teach Sunday School as needed.
- Vacation Bible School
  - Direct Vacation Bible School.
  - Choose, order, and implement VBS curriculum.
  - Gather and lead the VBS team as they organize meals, lessons, music, recreation, art, etc.
- Other
  - In collaboration with the Associate Pastor for Formation and Mission and the Grow in Faith team, manage the Children's Ministry budget with integrity and efficiency.
  - Work in partnership with the Associate Pastor of Christian Formation and Mission to choose curriculum and create a scope and sequence for kids.
  - Oversee and lead Child Protection Training for volunteers.
  - Communicate about children's ministries through weekly email, monthly newsletter, bulletin announcements, etc.
  - Work with parents and families to enrich their worship experience. Help provide literature support, educational tools, and activities for children during worship.
  - Oversee the Children's Library.
  - Supervise the Nursery Director.

**Qualifications:**

- Christian Faith:
  - Committed and mature Christian faith.
  - Ideally, a general understanding of the reformed tradition.
- Child development understanding:
  - Basic knowledge of child development stages and appropriate activities for each age group.
  - Ability to connect with children to show the love of Christ.
  - Ability to lead and hold the attention of a large group of children.
- Organizational ability
  - Proficiency with up-to-date scheduling technology.
  - Ability to support multiple classrooms at one time.
- Experience:
  - High school diploma required.
  - Experience in church service and education preferred.

**Employment Details:**

- This employee will report to Pastor Lara then the Associate Pastor for Christian Formation and Mission (APFM) when they're hired.
- A 90-day review will be conducted by Pastor Lara
- An exit interview will be conducted when employment ends
- \$25/hour 20 hours/week.
- 20 hours of vacation; 32 hours of personal time.
- No health benefits
- Flexible Schedule