

**FIRST PRESBYTERIAN CHURCH
DIRECTOR OF CHILDREN & FAMILY MINISTRIES
JOB DESCRIPTION**

PURPOSE: The Director of Children & Family Ministries is to assist the ministries of First Presbyterian Church through the development and expansion of a comprehensive long-term ministry to children (birth-5th grade) and their families. This work is done in conjunction with the Pastor and the Director of Youth Ministries.

CHRISTIAN EDUCATION AND CHURCH SCHOOL

- Implement Christian education programs and events by working closely with professional staff, support staff, lay volunteers and lay participants of all ages, with primary responsibility for children's ministry, including
 - Church School for all ages
 - Pre-school
 - Elementary
 - Middle School and High School, with primary responsibility being with the Director of Youth Ministries (DYM)
 - Develop, plan, select curriculum, recruit staff, and lead Vacation Bible School
 - Plan and carry out special seasonal events intergenerational events e.g. Fall Festival or Advent Festival in communication with the Fellowship Committee
 - Plan, lead, and carry out the Christmas Pageant and Children's Musical working with Children's Choir Director
 - Plan, lead and carry out Sunday morning children's chapel for children each week during Church School year.
 - Provide opportunities for worship education for children and their families
 - Pay particular attention to ways to involve all age groups, families, etc. in worship opportunities.

DEVELOP RELATIONSHIPS & VOLUNTEER LEADERS

- Provide "first contact" and welcome to children and parents participating in Sunday morning Church School.
- Develop strong one-on-one relationships with children and their families, so as to nurture and mentor them in Christian faith.
- Develop, train and support other Youth Leaders from within the congregation.
- Recruit and provide leadership for a Children's Committee.
- Foster relationships between children and other caring adults in the congregation, keeping wider congregation informed of children and family events.

ADMINISTRATION & LARGER CHURCH

- Attend staff meetings, Children's Committee and Board of Christian Education Committee Meetings.
- Maintain inventory of supplies needed for regular and special programming according to budget and program priorities.
- Provide regular communication with the wider congregation through newsletter articles, bulletin announcements, website input and Facebook posts.
- Oversee Childcare
 - Be directly involved in hiring and training and supervision of childcare providers
 - Be directly involved in development of childcare policies, particularly relating to security and safety

PERFORM OTHER DUTIES AS REQUESTED

ATMOSPHERE

- Maintain a caring, supportive attitude toward all who telephone or come into the church building
- Understand and support the purpose of the church and view caring for individuals as an important aspect of the church's ministry

THEOLOGICAL IDENTITY

- Understand and actively support the theological identity of First Presbyterian Church as articulated on our website: www.fpccr.org
- Actively create an atmosphere of welcome and inclusion, regardless of abilities, age, race, sexual orientation or gender, thereby modeling the love of God for all people.

STAFF RESPONSIBILITIES

- Interact effectively with all staff and volunteers to accomplish the church's ministry
- Attend scheduled staff meetings to work as part of the staff team

CONFIDENTIALITY

- Maintain confidentiality concerning financial contributions, pastoral care, counseling, and any information about members or friends of the church received directly or indirectly
- Maintain appropriate confidentiality and professionalism concerning staff relationships
- Serve as a mandatory reporter in cases of child abuse

ACCOUNTABILITY

The Director of Youth Ministries is accountable to the Pastor as Head of Staff and to the Session through the Administration and Personnel Committee.

SKILLS AND ATTRIBUTES

- Possess a commitment to Jesus Christ, the church local and the church universal
- Practice a vibrant prayer life and spiritual discipline
- Be genuinely willing to honor persons of various ages, backgrounds, economic statuses, physical abilities and faith perspectives
- Have a strong work ethic (including the ability to go the extra mile when needed)
- Have persistence, creativity and flexibility
- Possess a willingness to listen to differing viewpoints and diplomatically and respectfully respond based on internal beliefs, the theological identity of FPC, and Christian principles

This is a part time position of 20hrs/week

June 2016