

# **Children's Director Job Description**

## **SUMMARY**

The person filling this position shall be committed to Jesus Christ and have a call for ministry to children ages preschool through fifth grade and their families.

## **GENERAL INFORMATION**

1. The Children's Director is expected to be present during Sunday morning worship.
2. This is a part-time position with an anticipated average of 12 hours per week.
3. The director shall document hours & projects worked on weekly and submit to Senior Minister.
4. No more than five Sundays per calendar year may be taken off, unless otherwise approved.
5. A written two-week notice is required to end this employment by either party.

## **QUALIFICATIONS**

This position will develop and direct a ministry to children aged preschool through fifth grade that will focus on their own personal faith in & relationship with Jesus Christ, finding their God-given worth & their ability to serve. This is to be facilitated by programs such as Sunday School, God's Gang, VBS & special events. The ministry of these programs are most successful when enhanced by meaningful relationships with the children of FCC & their families.

1. Candidate must have an active and evident personal relationship with Jesus Christ, and practice personal disciplines of prayer, Bible study, discipleship & stewardship.
2. A spiritual calling to minister to children
3. Love of people and relate well to them
4. Experience working with children
5. Work efficiently and effectively in teams
6. Good grasp of leadership and organization management
7. Ability to recruit and train others in ministry functions
8. Excellent oral and written communication skills, including computer literacy

## **EXPERIENCE**

Must have experience working with Children ages preschool through 5th Grade.

## **EDUCATION**

College-degree preferred, but not required.

## **RESPONSIBILITIES**

1. Serve as overall leader and be directly involved in implementation of Children's programming for grades preschool through 5th grade in conjunction with the FCC Christian Education Committee. These programs currently consist of: Sunday School, Children's Church (K-2 Crew & Club 3-5), God's Gang, VBS, and Children's/Family quarterly events.
2. Be directly involved in the lives of children to develop relationships and foster discipleship.
3. Recruit leaders, teachers, helpers, and volunteers for children's programs.
4. Research and provide resource materials for teaching and training for children's groups
5. Assist Youth Director in the organization and implementation of Youth Sunday as needed
6. Work with the Senior Pastor to organize and implement Children's Ministry Sunday.

7. Serve as Vacation Bible School Director & partner with Christian Education Committee to plan, organize & implement week long event.
8. Organize and implement plans for quarterly Children's / Family Events.
9. Keep written records of attendance of all activities and follow up as necessary.
10. Keep written records of all income and expenses of Children's activities as applicable
11. Encouraged to attend and participate in school activities and community events involving FCC children.
12. Promote and participate in appropriate children's activities within the community and region.
13. Attend relevant continuing education events which are covered by the church
14. Present Children's Sermon during Sunday Worship when scheduled with the Worship Committee
15. Be available to meet with children and/or parents, with Senior Minister in the office or other locations as necessary.
16. Contribute to the church newsletter (The Messenger) promoting children and family events and activities. Articles to be submitted to Administrative Assistant by Monday morning the week of publication.
17. Attend regular staff meetings, all committee meetings involving ministry to children, youth, or young adults, Elders' meetings (when asked) and present a report at all bi-monthly Board meetings.
18. Willing to work with the Senior Minister and the Youth Director
19. Assist Senior Minister and Youth Director with other pastoral functions as appropriate and needed.
20. Be actively involved in worship, church activities and functions.
21. Assure volunteers working with children have current background checks on file.
22. Train volunteers working with children, including safety & emergency protocols, and policies & procedures as outlined in the Children's Ministry Handbook..
23. Act as an emergency substitute for Sunday children's programs.
24. Prepare in advance all materials needed to teach the Sunday children's program
25. Assure there is adequate supplies (including snacks) in children's classrooms at all times
26. Meet quarterly with children and families for special events
27. Hold regular (twice per year) meetings with all volunteers working with children's programs.
28. Prepare the schedule for Sunday children's programs well in advance assuring there are adequate adults for each class on each Sunday.
29. Have bi-weekly touchbase meeting with Senior Minister.
30. Perform any other functions or duties as requested or needed.

## **RELATIONSHIPS**

Will work in coordination with the Senior Minister, Youth Director, Staff Relations Committee church staff, the Elders, the Board and directly with the Christian Education Committee, as well as all volunteer teachers, leaders, and helpers.

## **ACCOUNTABILITY**

This person filling this position must be accountable to God, the Senior Minister, the Staff Relations Committee, Christian Education Committee, Executive Board, and congregants of FCC.

For ministry direction & supervision of day to day operations, will report directly to Senior Minister. For annual employment review & performance evaluation, will directly report to Staff Relations Committee. For Ministry coordination & support, will work with Christian Education Committee.

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Children's Director

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Date

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Staff Relations Committee Chairman

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Date