
First Presbyterian Church

Director of Children and Family Ministry

We are a family on a mission to love God and all people. At First Presbyterian Church, we are brothers and sisters in faith—a community who visits the sick, brings a meal, and provides the village to raise our children as God’s children. If you would like to be a part of putting God’s love into practice in our neighborhoods, schools, and workplaces, we welcome you to the family.

Qualifications:

- Shows evidence of a Christian faith and commitment to Christ.
- Committed to the vision and values of the Christian Education program.
- Excellent organizational and communication skills.
- Experience in volunteer-driven organizations.
- Experience working with children and youth.
- Shows grace, diplomacy, and tact under pressure.
- Expresses a willingness to learn.

Responsibilities:

1. Volunteer Management

- Recruits, screens, schedules, and recognizes the contributions of volunteers for all children’s programming.
- Provides training for all children’s volunteers consistent with program needs.
- Implements approved curriculum for children’s programming.
- Maintains an appropriate inventory of Christian Education supplies.
- Ensures that First Presbyterian Church is in compliance with its stated policies related to child protection.

3. Ministry Execution

- Plans/prepares/oversees childrens programming, including Sunday School, Children’s Sermon, Nursery, Children’s Church, and Youth Group.
- Plans/prepares/oversees seasonal events such as Vacation Bible School, Christmas and Easter family events, Sacrament Sunday, and Children’s Biennial Christmas Program.
- Aids in the integration of children into the full life of the congregation, including worship.
- Provides annual educational and enrichment activities for parents.
- Develops and maintains the family and children's programming budget under the guidance of the Christian Education Committee.

4. Professional Development

- Participates in the worship and fellowship life of the congregation.
- Maintains and develops rapport with the children and parents.
- Collaborates with the Youth Director and Pastor to maintain continuity of programs.
- Meets regularly with the Pastor and the Youth Director.
- Attends regular staff meetings.