

First Presbyterian Church Boone Position Description

Position: Director of Children's Ministry

Supervisor: Senior Pastor

Hours: 40/week

Primary Purpose: To serve Jesus Christ and His church by developing, implementing and managing a vibrant Children's Ministry for children from birth through 5th grade.

Major Responsibilities

- Be called by God to love and work with children as we bring them to experience God's love for them and develop that love for themselves and others.
- Focus all activities around building a personal relationship with God, building relationships within the church family, serving others.
- Have a passion for teaching children.
- Develop a vision of what Children's Ministry is.
- Work with the Children's Ministry Planning Team (CMPT) to develop a year long plan that aligns with the vision of children's ministry and implement a strategy to achieve this plan.
- Communicate/Share the vision for Children's Ministry at FPC with families and the church through the newsletter, events, etc.
- Meet regularly with the CMPT to review implementation of the Ministry plan and any concerns involving the children.
- Meet regularly with parents/families to build relationships and share the responsibility for how kids grow spiritually.
- Send personal notes to families visiting for the first time.
- Send personal notes to the children at least once per year to make them feel welcome.
- Screen all Children's Ministry volunteers and paid workers in accordance with Safe Sanctuary guidelines.
- Work with the CMPT to call/recruit and provide training for large and small group leaders, teachers and other group leaders.

- Decide on and order curriculum for, as well as prepare materials for:
 1. Sunday School (toddlers – 5th Grade)
 2. Children’s Church
 3. Reach Wednesday
 4. VBS
- Organize, plan, implement, and find volunteers for all areas of VBS.
- Work with CMPT to develop and submit annual ministry budget.
- Be present on Sunday mornings and Wednesday evenings to:
 1. Welcome visitors/new members with children. Inform them of children’s programs.
 2. Ensure all supplies/props/curriculum in place for Sunday school and children’s church.
 3. Provide support and teach Sunday school, nursery, and the children’s sermon when needed.
 4. Lead Children’s Church each Sunday during either the First Light or Traditional Service and securing a volunteer for the other service.
- Lead First Morning Out Chapel as needed.
- Recruit, screen, and train nursery workers using Safe Sanctuary policies.
- Manage childcare workers, including scheduling and payroll.
- Attend all required church/staff meetings including Christian Ed to provide report.
- Report to the pastor on a regular basis concerning Children’s Ministry.
- Coordinate miscellaneous church programs, projects, or activities as requested. Not limited to but to include, activities for students outside of Sunday morning and Wednesday night in conjunction with CMPT on a monthly basis. And to coordinate a volunteer “thank you” twice a year.
- Coordinate with FMO for expendable supplies and order what is needed.
- Attend Continuing Education opportunities when necessary to bring new teaching strategies to FPC.