

## **Director of Children's Ministry First Presbyterian Church, Schenectady, NY**

### **Ministry Expectations:**

This is a paid position of 20 hours per week. First Presbyterian Church is seeking applicants who are passionate about ministering the gospel to children and their families. Applicants will need to be present on Sunday mornings during Sunday School and church. We are asking applicants to commit to this position for a minimum of three years.

### **Purpose:**

The Children's Ministry Director is responsible for overseeing children's ministry from infants through 5th graders. This position includes the additional responsibilities of Sunday School superintendent for all ages through high school and coordinating nursery. This person will recruit, train, and oversee volunteers, ensure safe and effective God-centered children's programs by adhering to the FPC Child Protection Policy, and support parents in the Christian discipleship of their children.

### **Qualifications:**

This position requires the following set of qualifications.

#### *Spiritual*

##### *Must Have -*

1. Personal relationship with Jesus Christ based on faith in the gospel.
2. Adherence to the doctrines of the Presbyterian Church in America (PCA).

##### *Preferred -*

1. Membership in a PCA church

#### *Education & Experience*

##### *Must Have -*

1. Completion of High School and a 4-year college degree, or equivalent.
2. Bible training
3. Experience with children through career or volunteer services
4. Skills in the areas of communication, team building, organizing and managing data, and recruiting.
5. Technological experience and the ability to use a variety of computer programs

##### *Preferred -*

1. Degree related to children's ministry. If you do not have this degree, First Presbyterian Church will require that you take the "Children's Ministry Certification" course through the PCA denomination during your first year of employment. This course will be paid for by FPC.
2. Experience in a leadership role in children's ministry

#### *General*

##### *Must Have -*

1. Passionate about ministering the gospel to children and their families
2. Possess the character traits of dependability, godly integrity, leadership and teachability
3. Desire to continually grow in faith and knowledge of the Lord Jesus Christ
4. Desire to be a life-long learner, pursuing continuing educational opportunities

## **Job Description**

**Summary:** The position of Children's Ministry Director is a ministry of providing for the Christian education of the children of First Presbyterian Church, including educational programs and nurseries, to show the love of Christ in the nurture and admonition of our Lord.

**Supervisor:** This position reports directly to the Assistant Pastor of First Presbyterian Church.

### **Duties and Responsibilities:**

The Children's Ministry Director at the First Presbyterian Church in Schenectady is responsible for providing ministry for the children of First Presbyterian Church in these areas of responsibility:

- Interacting with the Christian Education Committee in implementing children's activities
- Preparing periodic written reports to the Christian Education Committee
- Maintaining regular communication with families and the church in person, in print, and electronically
- Recruiting, screening, and training all volunteers including Sunday School (SS) teachers, nursery workers, Welcome Center hosts and others working with children
- Working with the Christian Education committee and Sunday School teachers to review, select, order, and organize curriculum for the September to May school year
- Organizing the scripture memory program, including recognition certificates, other rewards, and camp scholarships
- Overseeing the facilities, equipment, and the regular cleaning of nursery toys and equipment and work with the facilities manager to be sure the facilities are code compliant
- Staying current on best practices and legislation affecting churches and children's ministry,
- Working with the Christian Education committee to keep the *Child Protection Policy* current, as needed
- Pursuing continuing education in Children's Ministry by reading books, attending webinars, and other opportunities
- Carrying out other duties that may arise in order to be successful in this ministry