

((fp)) First Presbyterian Church Bakersfield, California

Position Description

Position Title: Director of Children's Ministry

(rev. 10/25)

(Note: Statements in this description are intended to reflect, in general, the duties and responsibilities of this position and are not to be interpreted as all inclusive.)

Basic Foundation:

The Director of Children's Ministries serves as the primary staff person responsible for the Early Childhood and Elementary children of our church. Working in conjunction with the Discipleship Committee and Family Ministry Team, the Director is tasked to implement and ensure the ongoing facilitation of a ministry plan to ensure the children are growing up to "Know Christ, Love One Another, and Bless the World."

Nature and Scope of Responsibilities:

This position will be responsible for the ministry to children from birth through fifth grade and will develop programs that will disciple children, reach unbelieving children with the Gospel, and empower parents to be the primary spiritual leaders of their children. This position reports to the Associate Pastor.

Primary Duties:

Children's Ministries

1. Assess needs of children and work alongside the Discipleship Committee to develop programming that will assist children in their spiritual growth, through the areas of Bible knowledge, prayer, worship, service, fellowship, and evangelism.
2. Analyze and secure appropriate curriculum for each ministry that will help lead children through age-appropriate spiritual milestones.
3. Recruit, screen, train, and develop leaders for all Children's Ministry programs. Provide ongoing training for volunteers in areas of Christian discipleship, safety protocol, child development, and special needs of children. Provide encouragement and communication to volunteers, as well as opportunities for fellowship and spiritual growth.
4. Coordinate all special events for children from birth to fifth grade and their families.
5. Implement strategies for reaching the children of Bakersfield with the Gospel with an eye to including those children in the Children's Ministries Programs of FP.
6. Maintain a safe, secure, and attractive environment for the children of FP, including a check in system and security for children's ministry events and programs.
7. Maintain an organized resource center for Children's Ministry volunteers, as well as providing supplies for programming.
8. Oversee policies and procedures for managing and reviewing background checks for all involved in the FP Children's Ministry. Regularly evaluate and update policies and procedures related to Children's Ministries.

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9. Maintain an up-to-date database, social media presence, and communication platform for children and volunteers at FP. Provide communication and publicity through (including, but not limited to) email, newsletters, mailings, social media, and phone calls.
10. Ensure quality Bible teaching.
11. Provide regular, consistent follow-up of new families that visit, absent children, and regular members. Provide spiritual care for families as needed.
12. Stay informed on current childhood education trends. Be aware of contemporary issues as they relate to preschoolers and children.
13. Create opportunities for children at FP to understand local and global missions, as well as provide opportunities for children and families to participate in missions in a hands-on way.

Outreach

1. Develop strategies for effective outreach and community engagement.
2. Develop partnerships with organizations and individuals to extend the reach of the FP Children's Ministry.
3. Organize events and activities designed to engage the community.
4. Train and mobilize church members to actively participate in community outreach.
5. Assess the effectiveness of the outreach programs and make adjustments as needed.
6. Lead and implement efforts to engage the community with the goal of inviting families to get involved with FP children's ministry.

General

1. Supervise the childcare staff which includes training, scheduling, and annual evaluations.
2. Create and oversee the Children's Ministry Budget and be actively involved in financial accountability.
3. Attend regular staff meetings, department meetings, and committee meetings in order to communicate and plan effectively with other staff members and lay leaders. Keep session and committees informed of goals, objectives, and ministry related activities.
4. Take time for spiritual growth and development on a regular basis, including study breaks, conferences, staff retreats, regular worship attendance, and personal Bible Study and prayer.
5. Participate in strategic activities with children and adult ministries.
6. Perform office duties including, but not limited to, communication with students and parents through traditional and digital methods; planning and coordinating events; preparing facilities and projects; and other administrative functions.
7. Other duties as assigned.

Qualifications:

1. College bachelor's degree or equivalent

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2. Three years of children's ministry experience
3. Clear sense of call to children's ministry
4. Awareness of child development ages and stages
5. Agreement with the Confessions of Faith and the Essential Tenants of the EPC

Other:

This position is full-time with an expectation of regular office hours including Sundays with occasional Saturdays as required to support ministry-related activities, as well as participation in the life of First Pres. Some physical activity will be necessary for tasks such as event set-up and participation in outreach events or mission trips.

Physical Requirements:

Type of Activity	% of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing				X
Hearing				X
Speaking				X
Standing/Walking/Sitting				X
Climbing/Stooping/Kneeling		X		
Lifting/Pulling/Pushing		X		
Fingering/Grasping/Feeling				X

Travel Requirements:

- Travel may be required as needed.

Working Conditions:

- Good working conditions with the absence of disagreeable conditions.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Supervisor Signature

Date

ACKNOWLEDGED: Employee Signature

Date

PRINT: Employee Name