

Director of Children's Ministry

First Presbyterian Church Lake Placid
118 North Oak Ave. | Lake Placid, FL 33852
(863) 465-2742 | searchcommittee@fpclp.org

GENERAL DESCRIPTION

The full-time Director of Children's Ministry is a leader called to shepherd the spiritual growth of children, support families, and equip volunteers within a Reformed church context. This role provides oversight for all children's programs, from weekly ministries and Sunday School to Vacation Bible School and special events, ensuring that all teaching and activities are Bible-based and covenantally grounded. The Director partners with parents, staff, and the broader community to disciple children, foster relationships, and cultivate a safe, nurturing environment for spiritual formation, while modeling a vibrant, personal relationship with Christ.

RESPONSIBILITIES

Ministry Calling & Spiritual Qualifications

- Born-again Christian, saved by God's grace, commitment to prayer and personal devotion.
- Demonstrated understanding of Reformed theology and a covenantal view of children's discipleship required.
- Possess a God-given calling and gifting for leadership in children's ministry.

Program Oversight

- Evaluate, select, and implement Bible-based, Christ-centered Reformed curriculum and maintain educational resources and the resource room to support effective teaching.
- Oversee Wednesday night children's ministry (Rock Solid - preK-5) and Sunday School (preK-5), including scheduling, curriculum, and supplies.
- Design a Christ-centered after-school program for K-5 students that integrates biblical teaching, creative activities, and community-building (Bible Club, etc)
- Plan and lead family- and community-focused events (i.e. Back to School, Christmas, Easter, workshops, homeschool gatherings, Vacation Bible School, and additional summer programs or day camps) that incorporate biblical teaching and discipleship.
- Develop and implement ministries and support for children with special needs, ensuring accessibility and meaningful participation.
- Supervise the Coordinator of the Church Nursery.

Parent & Family Engagement

- Purposefully building relationships with parents of children attending programs.

Community Involvement

- Attend community and school events to build relationships that extend Christ's love beyond the church walls.

Volunteer & Team Leadership

- Recruit, equip, and shepherd volunteers and interns—providing training, encouragement, and accountability for faithful, Christ-centered service.

- Develop and lead a children’s ministry team, holding regular planning and strategy meetings.

Collaboration

- Work in close partnership with pastoral staff and elders to integrate children’s ministry into the broader mission of the church.
- Collaborate with the Directors of Youth, Sports, Traditional Music, and Contemporary Music on ministry planning, curriculum, and special programs (i.e., musicals, plays, sports, etc.).

Administration & Communication

- Maintain clear communication and reporting with church leadership regarding ministry goals, budget, and outcomes.
- Communicate systematically with the congregation and parents through church newsletters, announcements, and/or digital platforms to share updates, celebrate ministry milestones, and invite participation in children’s ministry events.
- Develop and manage the annual children’s ministry budget responsibly, ensuring good stewardship of church resources.

Safety

- Implement and uphold safety and child protection policies.
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EDUCATION AND EXPERIENCE

- Undergraduate degree in Christian Education or a child-related field (preferred)
 - Experience in Children’s Christian Education, Elementary Education, Child Care Administration, or related field (preferred)
 - Experience working within a local church ministry (preferred)
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ADDITIONAL REQUIREMENTS

- Working hours include Sundays and some weeknights, particularly Wednesdays.
- Full integration into the church staff, including attendance at weekly staff meetings.
- Proficiency in using social media and digital communication tools.
- Must successfully complete a background check and drug screening.
- Member (or willing to become a member) of First Presbyterian Church Lake Placid.

How to Apply: Please submit a cover letter and resume to searchcommittee@fpclp.org