



Position Description Children & Family Ministries Director

This position is an exempt, full-time, paid position that is accountable to the Minister for Learning.

Position Mission Statement: To provide a coherent and structured effort to engage children and families in faith formation throughout the stages of childhood from birth through fifth grade.

Core Competencies: The position requires consistently demonstrated competency in the areas of: Communication, productivity, interpersonal relationships, intrapersonal integrity and leadership.

Goals and End Results: This position description is used in conjunction with individual and team goals and end results established annually.

Qualifications

- + A Bachelor's Degree and/or five (5) years of experience education/faith formation experience with children.
- + Experience in the education of children and/or children's ministry in the church.
- + Conveys a passion for inspiring, equipping, and supporting families in the church.
- + Manifests strong leadership skills with a strong emphasis on communication.
- + Commits to personal and professional accountability with congregational members and members of the community.
- + Strong organizational skills.
- + Able to physically and emotionally participate in and lead activities and programs for families with children.
- + Exhibits mature character and leadership abilities as identified in 1 Timothy 3:1-7; Titus 1:5-9; 1 Peter 5:1-4 and Acts 6:4

Strategic Expectations:

- + Establish curriculum, organize program, train and recruit teachers, helpers, etc., for an effective faith formation program for Pre-K - 5th grade on Wednesday evenings during the program year.
- + Develop and implement a faith formation program for Pre-K - 5th grade that takes place on Sunday mornings during worship.
- + Ensure appropriate supplies and materials are readily available to teachers and leaders.
- + Maintain accurate records of Church School rosters and attendance in Realm.
- + Develop, Implement, recruit and train leaders for an effective Vacation Bible School program each summer.
- + In partnership with choir directors and music staff, develop and implement a children's program during Advent each year.

- + Be available on Sundays and Wednesdays when families are in the building.
- + Coordinate milestone faith events (i.e. First Communion) and distribute age appropriate Bibles to elementary aged youth.
- + Coordinate a birth to three years ministry that prepares children and families for church school (i.e. deliver gift to parent of new babies; send monthly Splash Newsletter; host Preschool church crawl).
- + Maintain accurate records of milestones and ministry events in Realm.
- + Coordinate nursery care and coverage during worship, learning and other key times. Supervise upkeep of nursery space, supplies, and staff.
- + Maintain "Busy Bags" on a weekly basis.

Key Working Relationships and Teamwork Expectations:

- + Will work cooperatively with and receive input from supervisor.
- + Will work as a team with other members of the Learning Team and staff.
- + Will lead and work with ministry teams as needed.
- + Will work cooperatively with staff to ensure communications with congregation are clear and timely.

Revision: June 21, 2021

Employee Signature: _____ Date: _____