

First Church (PCA) Lansing, IL Children's Ministry Director

Job Description

Primary Objective: The Children's Ministry Director is responsible for overseeing, facilitating, and directing the ministry of First Church to children. This work will be done under the oversight of the session and Christian Education Task Force and with the aim of making disciples of the covenant children of First Church and the children of our neighbors.

Qualifications:

1. Must display a Christian character in all matters with members and visitors.
2. Must be sensitive to the nature of matters that are handled and treat with confidentiality those matters that are of a private interest to the Pastors, Elders, Deacons, staff and other members.
3. Possess the formal training, experience, and abilities needed to fulfill the assigned responsibilities of this position.
4. Demonstrate the ability to work with a computer.
5. Demonstrate a servant's heart.
6. Be a self-starter with a drive for excellence.
7. Actively attend the worship services of First Church.

Areas of Responsibility:

1. Oversee the K-12 Sunday school ministry at First Church.
 - a. Ensure that approved curriculum is being followed.
 - b. Order and maintain necessary equipment and curriculums.
 - c. Train and prepare teachers for making disciples of their classes.
 - i. Training should be conducted twice annually.
 - d. Meet with teachers to evaluate their confidence and enthusiasm.
 - i. Evaluate the effectiveness of each teacher.
 - e. Be available to answer questions from parents concerning Sunday school.
 - f. Lead and oversee the yearly Christmas Sunday school program.
 - g. Recruit new teachers when vacancies arise.
 - h. Make a biannual report to the session regarding the effectiveness of the ministry.
2. Oversee the Vacation Bible School ministry at First Church
 - a. Select the theme for each year's event.
 - b. Recruit volunteers for the event.
 - c. Advertise the event both in the church and in the community.
 - d. Think intentionally about how to build lasting relationships with community families who attend.

- e. Follow up with families from the community after the event.
- 3. Develop a mid-week children's discipleship opportunity.
 - a. Measure interest in various ideas among parents and families.
 - b. Recruit teachers and leaders.
 - c. Advertise.
 - d. Facilitate and lead the mid-week discipleship opportunity.
- 4. Be a part of the First Church Team
 - a. Attend staff meetings.
 - b. Be eager to offer a positive attitude and enthusiasm for the mission of the church.
 - c. Be an ex-officio member of the Christian Instruction Task Force.

The person filling this position must be a mature Christian, passionate in their commitment to both Jesus Christ and to His Church. They must be well organized, have the desire to see the ministry of First Church function most effectively and efficiently, and truly take delight in serving in the areas of their giftedness.

The Children's Ministry Director must be a strong "team player", serving as part of the church's ministry staff and working to achieve its goals. This person needs to share the Pastor's vision of the congregation, and be comfortable with the Pastor's role as leader of the ministry staff and support staff.