Mission Statement
The mission of First Presbyterian Church’s Children’s Ministry is to reach out to children with the message of Christ’s unconditional love, guiding them to grow into a personal relationship with Jesus Christ nurturing in them a heart to serve.

Purpose
In keeping with the above mission statement, the Director of Children’s Ministry leads and equips all paid and volunteer staff. The Director is responsible for the oversight and direction of all teaching, discipleship, mission and outreach programs, nursery through sixth grade.

- Primary communicator of Children’s Ministry to the congregation
- Work effectively with the church-wide Program staff team to develop and implement unified ministries
- To see children come to know God and grow in their relationship with him.
- Understand how a balanced children’s ministry functions with strong emphasis on empowering, equipping volunteers and partnering with parents.
- Understand the developmental processes of children (physical, emotional and spiritual).

Education
Education - College Degree or college equivalent; five years related experience and/or training; teaching experience preferred.

Qualification and Skills
- Personal commitment to the Lord, member of FPC and fully support the philosophy of First Presbyterian Church and its leadership.
- The ability to work efficiently and effectively in team situations and independently.
- Time management skills and organizations abilities. The ability to coordinate several activities at once and to quickly analyze and resolve specific problems.
- The ability to communicate and establish effective working relationships with people, conveying a genuine concern for their needs.
- Must be creative, have a passion for children, be high energy, hard working and have the ability to motivate others. Should be
detail oriented, flexible and decisive with the ability to organize and coordinate work, set priorities, and meet deadlines.

- Commitment to children and their spiritual growth
- Vision for Children’s Ministry and the ability to express the vision, values and beliefs of First Presbyterian Church
- Sensitivity to the spiritual development of children
- Familiarity with current events in the field of Children’s Ministry and knowledge regarding curriculums and resources
- Flexibility and ability to lead in a team environment
- Competency with the Microsoft Office suite, especially: PowerPoint, Excel, Word, Outlook and Publisher.

**Background check**
First Presbyterian Church requires a criminal background check on all employees working with children.

**Accountability**
- The Director of Children’s Ministries shall be directly accountable to the Ministry Coordinator Pastor and Children’s Ministry Committee.
- The Director of Children’s Ministries shall also be a team player, and will work in cooperation with other Pastoral staff, Administrative staff and Ministry leaders within the church.
- The Director of Children’s Ministries shall serve as the point-leader for the Children’s Ministry Committee.
- The Director of Children’s Ministries shall receive an annual review, from the Ministry Coordinator.

**Responsibilities**
Develop and implement a strategic discipleship plan for the nursery and Cornerstone.

- Directly supervise the children’s ministry staff and volunteers.
- Oversight for the following areas of ministry: Children’s Ministry Assistant, Side by Side Ministry Director/Coordinator, Nursery Administrator, Nursery Supervisor, Nursery Coordinators, Nursery Workers, Sunday School teachers, Sunday evenings, Children’s Church (BLC), Wednesday nights, Communicants class, Promotion Sunday, Vacation Bible School, Summer programs and special events.
- Responsible for recruiting, training and development of paid staff and volunteer leaders for shepherding and discipling children.
- The point-leader of the Children’s Ministry Committee, responsible to provide direction, spiritual oversight, vision and strategic development.
- Encourage and support of children and families.
- Participate in weekly staff meetings and staff prayer times.
• Develop, and enforce policies pertinent to the children’s ministry department.
• Approve all children’s ministries programs, curriculum, activities and disbursement of funds for supplies and projects, keeping within budgeted amount.
• Keep a current list of volunteers with names/addresses/phone numbers and email addresses.
• Responsible to work with the Children’s Ministry Committee in the development of a unified strategic plan that includes the following key areas: clearly defined values, mission statement, leadership development, evangelism, disciple making, and worship, curriculum, personal accountability, and ongoing evaluation.
• Oversee the development, expenditures and daily implementation of the Children’s Ministry budget. Prepare and submit annual nursery and Children’s Ministry budget for approval.
• Oversee leadership selection and training process, maintaining a high standard of excellence in those chosen for leadership. Perform background checks on all staff and volunteers. Recruiting and training of teachers and volunteers. Making sure background checks and mandating reporting training is current.
• Mentoring young mothers and assisting them in training their children.

For more information or to apply email:
Jay Evans
jevans@fpcmacon.org

Church website: www.fpcmacon.org