Director of Children’s Ministries  
First Presbyterian Church North Shore

Oversee and direct all children’s ministries for children 2 years old to 5th grade.

First Presbyterian Church, Northshore, located in Ipswich, MA, is seeking to hire a part-time Children’s Ministry Director. This support ministry position will direct and oversee all of the children’s programs for the Ipswich campus including but not limited to: Sunday school, the Gems and Rock programs on Wednesday nights and other related activities. The Children’s Ministry Director actively engages with and coordinates the church volunteers who assist and care for the children of FPC. The job will require an average of 20 hours per week; many working hours can be flexible. This position works closely with the FPC ministry staff. The person in this position must attend worship at FPC, and if not already a member of the church, must be willing to become a member.

If you would like more information about this position, would like to see the complete job description or would like to apply, please contact Jon Evans at Jon@fpcnorthshore.com or 978-807-8932 or visit our website at: https://fpcnorthshoreipswich.com/

Purpose Statement
The Director of Children’s Ministries is appointed by the Session and congregation to implement the Christian Education program and ministry of the church. The Director works closely with the Children’s Ministry Committee (CMC) to set policy, evaluate and implement curricula, oversee programs, and establish objectives for the children’s ministry of the church. The CMC will also serve in an advisory capacity on other matters. The Director of Children’s Ministries is expected to stimulate, motivate, lead and direct the gifts within the church body in such a way that children and their families grow in their understanding of God’s redeeming love through Jesus Christ. Jesus said, “Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.” Matthew 19: 14 and follow the church’s vision of More “Kids,” More Like Christ.

Children’s Ministries Responsibilities:

- Lead and collaborate with the CMC in both logistical and visionary matters pertaining to serving the Children at FPC.
- Direct and supervise Sunday School for 2 year old – 5th Grade classes, including facilitation and implementation of curricula;
- Recruit and support Children’s Ministry leaders, teachers and helpers;
- Plan & meet with Sunday School teachers & Club Leaders;
- Train Children’s Ministry leaders, teachers and helpers; especially as it pertains to safety and security.
- Communicate with teachers, volunteers and others on a regular basis;
- Recruit volunteers for Children’s Sermon during 9:00 & 11:15 worship service;
- Oversee and direct welcoming new children and families to the church (Sunday School);
- Volunteer and Help organize Vacation Bible School.
- In partnership with the church staff, Christian Education Committee and volunteers, coordinate planning of special events (ex. Missions Conference, and Palm Sunday & Easter service);
In partnership with the church staff, the CMC and volunteers, coordinate planning of weekly programs (Kingdom Kids, Fellowship night) and special events (ie. Gems tea, pinewood derby, pj party etc.) this includes administrative (background checks, policy matters) and logistical (set-up/clean-up coordination) matters

**Administrative Duties:**

- Maintain budget for CE and stay within budget restraints;
- Oversee Sunday School attendance and children’s offering;
- Maintain FPC Connects as it pertains to Children’s Ministries;
- Purchase and maintain adequate levels of Sunday School supplies and equipment;
- Maintain an adequate staffing and substitution database of Sunday School teachers & helpers;
- Provide job descriptions for volunteer positions;
- Maintain and update policies for Children’s Ministries and create brochures;
- Provide Children’s Ministry calendar and update FPC Connects and Website;
- Support church website as it pertains to Children’s Ministries;
- Communicate through weekly bulletin, FPC news as it pertains to Children’s Ministries;
- Attend and lead CMC meetings to collaborate with the team to develop and implement an effective ministry. This may include recruiting new committee members where needed.
- Attend weekly staff meetings to collaborate with the pastoral team to effectively carry out the vision of the church in Children’s Ministries;
- Attend quarterly FPC Leadership meetings