

Director of Children's Ministries for First Christian Church of Versailles

QUALIFICATIONS AND EXPECTATIONS

- A dedicated Christian exhibiting a personal and growing relationship with God, a teachable spirit, and a healthy family life.
- Have a passion and vision for spiritual outreach to and nurturing of people, especially children.
- Willing to be a member of FCC and to be fully involved in the life of our community as well as being familiar and in agreement with the Church vision, goals, basic beliefs and form of government of FCC.
- Demonstrated experience and skills needed to effectively lead a volunteer-driven ministry or program.
- Possess the interpersonal and relational skills necessary for working with children and their families.
- Have a genuine love for families with children and the ability to engage and mobilize parents to use their gifts in our local children's ministry.
- Be a living part of the church family in giving time, talent, and resources to drive the local church in its mission, vision, and purpose.

PRIMARY RESPONSIBILITIES

To help further clarify our general expectations for a Director of Children's Ministries the emphasis will be children from birth through fifth grade. Primary responsibilities will include:

- Provide vision and direction for children's ministry at FCC in alignment with FCC's vision and values and Senior Pastor's leadership, working with Discipleship Coordinator, Preschool, and Children's Ministry Teams.
- Recruit, equip, mentor and support adult volunteers to use their gifts in ministry to our church's children.
- Oversee entire children's ministry ensuring safety of students and adults alike. This entails creating and administering a Protection Program for children in conjunction with the Director of Youth Ministries, including keeping files and records of all background checks for ministry volunteers.
- Be responsible for coordinating and overseeing a program of outreach, Christian education, and discipleship for children from birth through 5th grade.
 - The program shall be designed to minister to both the children in the Church and to reach out to unchurched children and their families in our community.
 - Right now, we do this through our Preschool ministry (nursery birth-4yo), Wednesday Night Ministry (Kingdom Kids), Sunday school, and children's worship and hope to maintain that unless a change to that is demonstrably better.
 - We expect this individual to teach/lead, as well as schedule leaders and teachers as a team. We also expect year-round activities for children & their families to invite friends that are intended to be fun and relationship building approximately quarterly (more often in summer).

- Support parents in effectively fulfilling their Christian parenting roles, in concert with other staff. Keep parents updated on ministry strategies and plans in a way that encourages partnership and involvement.
- Be responsible for integration of the children's ministries into the total life and ministry of the Church. The intent is that the children are an integral part of the total Church.
 - Plan and coordinate activities for children to avoid conflicts with all-Church activities.
 - Make a concerted effort to involve children in these activities.
- Develop, submit, and stay within children's ministry budget.
- Be responsible for both encouraging and developing one-on-one relationships with children and their families.
- Identify, evaluate, and procure age-level curriculum resources as needed.
- Oversee the planning and organization of children's camps, VBS (or similar emphasis of discipleship) and various other activities. To the extent permitted by schedule and other commitments, the Director shall participate in these activities.
- The Director reports directly to the Senior Pastor and Church Board.
 - The Director meets regularly with other staff to plan and coordinate the children's ministries of the Church.
 - Makes periodic reports as directed by the Senior Pastor to the Board and other leadership groups.
 - Keeps the congregation informed about the hopes, concerns and needs of children and their families-both through direct reports and via articles and notices in the Sunday bulletins, church email, Facebook and church newsletter.
- Regularly attend the Sunday worship services and other congregational events. As directed by the Senior Pastor, assist in the leadership in these services.
- Participate in training opportunities and continuing education and attend at least one conference each year approved by Senior Pastor.
- Schedule, oversee, and evaluate paid nursery staff.
- Any other duties assigned by the Senior Pastor or Personnel Team.

SALARY PACKAGE

- Shall be paid a salary of \$21,258 per year. The Director will work 18 hours per week on average.
- The Director will have an adequate budget for conference and continuing education expenses.

PERFORMANCE REVIEW

The Director of Children's Ministries shall have performance reviews as follows:

- At three months with the Personnel Team and Senior Pastor
- At twelve months and annually thereafter with the Personnel Team

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by those contracted to do this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with this position.