



The First Presbyterian Church of Waunakee, Inc.

Director of Children's Ministry - POSITION DESCRIPTION

Our Mission: We exist as a congregation to know Jesus Christ and to make Him known: to proclaim the good news of Jesus Christ so all may come to know and love Him; to nurture His people in joyful faith, fellowship, and commitment; and to demonstrate His way of love in service to the world.

Children's Ministry Mission: To support families in the spiritual formation of children to know and follow Jesus Christ.

Job Title: Director of Children's Ministry

Job Status: Part-Time (.75 FTE)

Position Schedule: Flexible scheduling, does require onsite hours most Sunday mornings; remote/hybrid scheduling available with Head of Staff Approval.

Purpose: To provide leadership, direction, coordination, and support for the church's programs and mission of Children's Ministry. This role is pivotal in nurturing the spiritual growth of our youngest members and creating a vibrant and welcoming environment for families.

Qualifications and/or Gifts Required:

- Inspires a love for God and His teachings, serving as a role model and cheerleader for the spiritual development of children.
- Has a love for Kids: Demonstrates genuine care and compassion for children, creating a safe and nurturing environment where they can learn and grow in their faith.
- Personable, fun, positive, engaging. Engages children, families, and volunteers with warmth, enthusiasm, and a positive attitude, making church activities enjoyable and meaningful.
- Good communicator: Effectively communicates with children, parents, volunteers, and church staff. Responsive and available.
- Strong Leader and Team Builder: Ability to recruit, lead and motivate a team of volunteers and staff, embracing innovation and leading change.
- Listens to needs of children, parents, volunteers and staff, inspiring others to contribute to the ministry's success. Ability to recognize, address and resolve concerns and any potential conflicts.
- Organized and Self-Motivated: An ability to effectively manage programs, schedules, resources, and events.
- Time Management and Delegation: Prioritizes tasks, delegates responsibilities effectively, and manages time efficiently to ensure smooth operations.
- Possesses a desire and ability for collaboration with others within the church, and with others in the community, for continued growth and partnerships.
- Child advocate: Makes decisions based on an understanding of age-appropriate activities and learning styles, with an appreciation for individual differences.
- A strong candidate will:
 - Have at least a bachelor's degree. (Preferably in children's ministry, pastoral ministry, ministry leadership, education, human development, or the equivalent.)
 - Have documented experience in working with children and their families.

Benefits

FPC offers an array of benefits for part-time and full-time employees, and are dependent on hours worked, including medical, dental, and vision insurance; paid time off; paid holidays; retirement savings plan; group life insurance maternity/paternity leave; bereavement leave; and the possibility for a flexible, hybrid work structure with approval from Head of Staff.

Responsibilities

The Director of Children's Ministry will sustain and develop programming for the spiritual formation of children as we, the church, assist parents in fulfilling their calling as the primary spiritual leaders of their children. The Director cares deeply about the total well-being of children and will be responsible for all Children's Ministry programs and activities of FPC for ages newborn-6th grade. To these ends, the Director will:

Recruit, Equip, and Supervise Part Time Children's Ministry Staff

- Provide leadership, direction, support, orientation, and training for any CM staff.
- Supervise and annually review any Children's Ministry staff members.

Recruit and Equip Children's Ministry Adult and Student Volunteers

- Initiate volunteer recruitment and placement, class organization, orientation, and training for volunteers ensuring coverage for programs.
- Recruit, schedule and coordinate Nursery volunteers
- Support volunteers on Sunday mornings, during VBS, and other programs offered.
- Recruit, train, encourage, and collaborate with the CM Team. Equip and support others to discover and use their own gifts in ministry.

Vacation Bible School Director

- Plan, manage, and execute all aspects of VBS from initial planning to cleanup.
- Maintain detailed task list and calendar of operations to effectively manage the planning and execution of VBS.
- Evaluate and choose VBS curriculum that aligns with the church's needs and values. Screen curriculum and distribute to leaders unique to their areas.
- Plan and order all necessary supplies (t-shirts, food, supplies etc.) Work with congregation and community to obtain needs.
- Recruit, train and oversee VBS volunteers. Conduct training meetings and provide guidance and support to VBS Intern.
- Effectively communicate with volunteers, participants and parents via verbal and written channels. Build an encouraging, fun team culture.

Plan, administer, and supervise all Children's Ministry Programs existing and future

- Sunday Morning: Sunday school, Kingdom Kids, and Nursery
- Coordinate Sunday morning Children's Sermons
- Evaluate and develop current and future CM programs in connection with and supported by the Elder for Children's Ministry and the Session.
- Delegate to assistants and volunteers as appropriate.

Perform Clerical and Administrative Responsibilities for Children's Ministry

- Track and maintain registration database for Sunday Morning Programs and VBS.
- Organize office supplies, fill out building use forms, place and respond to telephone calls and emails, check inventory, place orders, restock supplies, prepare and distribute curriculum, etc.
- Maintain classroom needs such as nametags, information forms, supplies, etc.

- Track and maintain ministry applications/information (background checks, references, etc.) ensuring that processes are completed in a timely manner. Assist in interviewing volunteers.
- Work with the Director of Engagement on communications to parents about children's programs via emails, phone calls, and in person meetings.
- Connect with Communications Director to produce multi-channel communications to parents and visitors on the mission, news, and events of CM.
- Work with the Worship Production Coordinator to create Sunday morning media communications.
- Bring office and ministry concerns and needs to the attention of the Elder for CM.
- Support and develop appropriate relationships and a sense of team with parents and children through activities and communication.
- Delegate clerical responsibilities to assistants and volunteers as appropriate

Other Responsibilities

- Understand and abide by all church staff policies including Child Safety Policy.
- Initiate, advocate for, and maintain safety and security procedures for and with children.
- Work collaboratively with other members of the FPC staff by attending staff meetings, developing relationships with other staff members and supporting Session decisions and directives.
- Engage in activities and programs of children’s education that promote personal, professional, and spiritual growth.
- Participate in the wider life of the FPC Congregation in order to connect with FPC church families.
- Do not neglect family and personal worship time.
- Assume other duties as requested.

Relationships in addition to Children’s Ministry Elder, leaders, volunteers and children: Will work in cooperation with and under the supervision of the Pastor as Head of Staff. Attend staff meetings and Session meetings as requested. Respond to requests of Session and various ministry teams for information and assistance, and report on areas of leadership and responsibility.

Accountability: This position will be accountable to the Pastor as Head of Staff and to the Session through the Personnel Elder and will be assisted and supported by the Elder for Children’s Ministry and others involved in planning children’s events.

Evaluation: Reviewed annually by the Pastor as Head of Staff in consultation with the Elder for Children’s Ministry. Reviewer will evaluate and help to set goals annually. Also meets annually with a member of the Personnel Ministry Team who acts as a sounding board and who can help address any employee concerns. The Session Personnel Ministry Team will annually review the adequacy of compensation and make recommendations to the Session.

Time required: Approximately 30 hours per week; including most Sundays to monitor Sunday School and children’s activities. Personnel and CM Teams will try to provide some relief to the Director of Children’s Ministry to provide time for Sunday worship with his/her family. Must be available leading up to and during week of Vacation Bible School.

Approved by Session: _____ Date: _____
Clerk of Session

Accepted by Employee: _____ Date: _____