

**First Evangelical Presbyterian Church**  
**Structured Compensation - Job Description**  
**Director of Children's Ministry**

Supervises Direct: 0  
Approved By:

Supervises Indirect: 0  
Effective Date:

**Role:**

The Director of Children's Ministry works in conjunction with the FEPC Disciple Commission and the church staff with a focus on the educational programs for children ages preschool through fifth grade.

The Director of Children's Ministry shall be a concerned and caring member of the church staff family who lives as a faithful, loving responsible person in relationship to God, family, church, and community. This Director serves under the direct supervision of the Pastor and is a part-time staff member.

**Vision:**

First Evangelical Presbyterian desires the ministry to our children to be:

1. Gospel-Driven. The content of the teaching and the context for the ministry is the gospel; the message that the only hope for our salvation is the grace of God, freely offered in the life, death, and resurrection of Jesus.
2. Relational. In order to have a long-term impact in our children's lives, we must pursue, know, and love them. We want to surround them with people who care about them as image bearers of God, treating them with dignity and respect.
3. Reformed. The system of doctrine that we espouse and live out is Reformed. This world and life view permeates every aspect of our lives and is to be reflected in distinct ways in the ministry to our children

**Essential Functions & Responsibilities:**

- Develop, coordinate, implement, and promote children's programs in the following areas:
  - Children's involvement in Worship services
  - Children's Sunday School for ages preschool through fifth grade (held Sunday mornings prior to worship)
  - Children's Worship for ages preschool through fourth grade (held during Sunday morning worship)
  - Wednesday Night First Kid's program for ages preschool through fifth grade (held on Wednesday evenings September through May)
  - Seasonal events such as Vacation Bible School, Easter Egg Hunt, etc.
- Research and present to Disciple Commission curriculum materials needed to support all children's programs.
- Recruit and train volunteers to meet education program needs and assist in classrooms as time permits. Distribute a volunteer schedule that accounts for substitutes as necessary.
- Plan and implement classes for children of the Church for their future participation in the Lord's Supper.
- Ensure with the church's Administrative Assistant that background checks have been completed as necessary for all volunteers and hired staff.
- Maintain communication with all volunteers and be able to address parent or volunteer questions, concerns, and suggestions.
- Intentionally reach out to First Evangelical Presbyterian Preschool and Mother's Day Out Program families with invitations to church children's programs and events.
- Instruct and train children to learn the Bible and guide their Christian spiritual and social development.
- Communicate Children's Ministry praises and concerns frequently with the Pastor, church leadership, and the congregation. Be an advocate for children within all areas of FEPC.
- Participate in the preparation and development of the budget for Children's Ministry.

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- Coordinate with the church's website administrator to maintain updated content on the church website and/or social media with children's programming and events.

**Qualifications:**

The Director of Children's Ministry plays a major role in the faith development of children within the church, both as a leader and as an example. FEPC seeks a person who has a solid understanding of the foundations of the Christian faith as it states in EPC mission statement\*, Evangelical Presbyterian tradition (or is willing to learn), and who has a strong desire to nurture children in the Christian faith. A degree or background in education or Christian education is preferred, but not required. Other desired qualities include:

- Have a personal relationship with Jesus Christ
- Proven ability to relate to children and ability to teach them about Christ
- A sense of calling and a passion for working with children
- Friendly and enthusiastic
- Proven ability to work flexibly with children, parents, volunteers, and other team members
- Be able to manage staff, volunteers, and projects; work independently and in a team; provide leadership and communication
- Good organization, communication, teaching, and administration skills
- An understanding of child development

**Working Conditions:**

The Director of Children's Ministry allows for flexibility of hours but requires regular presence at the church on Sunday mornings, Wednesday evenings, and for all seasonal children's programs. The position is part-time and salaried based on an average of 20 hours per week. The actual number of hours required during any given week are those needed to fulfill the responsibilities of the position. Director will keep the Pastor and church office informed as to how he/she may be contacted and notify the Pastor and church office prior to any absence for regularly scheduled hours, events, or duties and will provide a suitable substitute in case of anticipated absence.

Salary range based on experience: \$18k-\$23k

\* [www.epc.org/about/](http://www.epc.org/about/)