

First Presbyterian Church of Klamath Falls
Job Description
Position: Children's Ministry Director
(30 hours part-time)

Position Summary

The Children's Ministry Director provides leadership and oversight for the children's programs at First Presbyterian Church (FPC), which includes the nursery, children's and in the interim, youth programs. The Children's Ministry Director leads, trains, recruits, and staffs volunteer teachers for the FPC children's programs. The Children's Ministry Director encourages children and families to know, love, and serve Jesus Christ. The Children's Ministry Director contributes to the team spirit of the volunteers through fellowship, encouragement, cooperation, prayer support, and other appropriate ways as they serve the Lord.

Vision Statement

Encounter, Experience, Equip, and Enjoy God

Essential Gifts and Abilities

- A love for kids and natural ability to connect with them while creatively teaching them to engage with God and know Him more.
- Someone who loves the Lord and exhibits the Fruits of the Spirit through servant leadership.
- A visionary who can create and achieve goals for growing FPC's children's programs.
- Be committed to Jesus Christ and ECO's Essential Tenets. (ECO's Essential Tenets can be read here: <http://eco-pres.org/essential-tenets/>)
- Be called to children's ministry and passionate to see families become rooted in Christ, grow in community, and plant the gospel in the world.
- Have a demonstrated ability to equip adult volunteers as teachers and mentors to children.
- Coach and mentor children's ministry volunteers and in the interim, youth program volunteers towards maturity in Christ and effectiveness in teaching and nurturing children.
- Understand and exhibit strong team building skills and perform well as a team player. Must enjoy accomplishing goals through teamwork with all volunteers.
- Possess strong administrative skills and good follow-through.
- Commitment to good communication with staff, volunteers, and parents.

Educational and Experience Requirements

- College degree in child development, education or a related field is preferred. In absence of a college degree a high school diploma or GED will be considered with demonstrable experience in children's ministry.
- A clear calling from God to this ministry.
- Able to pass Oregon background check and maintain First Aid/CPR certification.

Essential Job Functions

- Spend daily time reading the Bible and praying for the ministry and God's purposes for your time.
- Together with the Children's Ministry Team, lead and oversee all aspects of Children's Ministry, including:
 1. Align the ministry with FPC's overall mission and vision.
 2. Maintain FPC's Children's and in the interim, Youth Ministries priorities, which are Sunday School (for nursery through 5th grade) and Youth Group (for 6th through 12th grade), followed by King's Kids and Vacation Bible School. Other youth events (such as the Harvest Party, Christmas Pageant, etc.) should be taken under advisement with the Children's Ministry Team and the Pastor and conducted in cooperation with the Ministry Team and Volunteers.
 3. Recruit, train, and schedule a volunteer staff of Sunday School teachers, nursery workers, and in the interim, youth group leaders.
 4. Provide weekly email reminder for volunteer Sunday School teachers and in the interim, youth group leaders.
 5. Provide a direct presence within the Sunday School classroom areas during school sessions in order to insure a security presence for the program and children. The Children's Ministry Director may balance spending time observing Sunday School with regular participation in the worship service (either by having an assistant or designee provide security oversight or by participating in the traditional service).
 6. Research and recommend curricula for all programs to the Children's Ministry Team. Once approved, gain further training in the curricula and facilitate training for the Sunday School teachers.
 7. Create and manage the Children's Ministry budget.
 8. Annually review and update Children's Ministry policies with the Children's Ministry Team.
 9. Develop and maintain list of people willing and available to provide childcare and nursery care for ministry meetings, congregational meetings, etc.

- Manage the administration of the Children’s Ministry Programs, including:
 1. Oversee the Children’s Ministry Assistant.
 2. Administrate background searches for all volunteers.
 3. Ensure that Children’s Ministry supplies are stocked.
 4. Coordinate preparation of Sunday School classrooms for each week’s lesson.
 5. Maintain records of attendance and birthdays.
 6. Oversee nursery and Sunday School check-in system.

- Communicate regularly with families about Children’s Ministry events and calendars through regular church communications (e.g. newsletter, email, etc.)

- Provide a quarterly written report to Session of attendance, curriculum, safety protocols and any other matter deemed material and of importance to FPC’s Children’s programs.

- Report once per month or as needed to liaisons to Session who oversee Children’s Ministry.

- Reports to Sr. Pastor as direct supervisor and for coordination of Children’s Ministry with other ministries of First Presbyterian Church.