

Director of Children's Ministries – Part Time

First Presbyterian Church is a downtown church with all the challenges and potential inherent in our unique setting. We are looking for a creative person with the necessary people skills to grow and enhance our children's ministry.

PRINCIPAL FUNCTION: Under direct supervision of the Senior Pastor and in accordance with FPCJ's Personnel Policies and Procedures Manual, the Director of Children's Ministries ("DCM") develops a meaningful program for children. The DCM is also responsible for the recruitment and mentoring of volunteers as teachers, teacher assistants and special event volunteers. The DCM is required to work 20 hours per week. On-site time schedule to be coordinated with and approved by the Senior Pastor.

RESPONSIBILITIES: The DCM is responsible for performing the following broad range of duties

Regular Duties:

Christian Education (Discipleship):

1. Coordinate and manage an effective children's program dedicated to providing an environment for children to nurture their faith journey through group building, worship, discipleship, mission and outreach.
 - a. Develop a welcoming, engaging, mission-oriented community with the desire to joyfully work together in a way that attracts others to follow Christ as part of our faith community.
 2. Respond to emerging needs of the children for classes and programming, and make provision to ensure classes have the appropriate space and ECO Presbyterian/Christian materials necessary for successful implementation of the programs.
 - a. Evaluate the changing needs for Christian Education classes for children.
 - b. Develop new classes and other educational experiences to effectively meet changing cultural needs and modes of learning.
 - c. Facilitate use of age appropriate curricula during Children's Worship
 - d. Facilitate the use of toddler specific curricula and toys in the nursery and ensure it is being used during the care-giving time.
 3. Maintains routine communication between the Pastor, Office Manager, children, and parents on many levels e.g. email, website, newsletter, and social media to spread updates; also, ensures regular communication with Volunteers, teachers, families and wider congregation to promote a high level of collaboration.

Worship:

1. At the discretion of the Pastor, lead and coordinate children's moments for worship services.
2. Participate in regular worship planning (Worship Committee, etc.) to explore ways to engage children in the worship experience.
3. Coordinate with the Office Manger to ensure appropriate children's bulletins are available for worship events.

4. Recruit, select, mentor and support teaching staff

Manage the Curricula

1. Maintain current awareness of curriculum trends and options; make recommendations and orders accordingly.
2. Use of ECO Presbyterian curricula is to be the first priority.
3. Consult with pastor on use of non-ECO Presbyterian curricula
4. Receive requests for curricula from teaching staff and order curricula material from publishers approved by Pastor and Discipleship Committee Chair
5. Recommend and evaluate all curricula for its content and age appropriateness
6. Ensure that curricula is distributed to the teaching staff in a timely manner
7. The DCM is expected to be at church each Sunday by 8am to ensure the nursery is open and staffed and preparations are complete for Sunday School, and Children's Worship; and be present or accessible at all Sunday services
8. Supervise the Nursery staff. The DCM is responsible for coordinating with Nursery staff to ensure that there is nursery care for special worship service, or special events when needed/requested.

Special Duties

1. Develop, train, and mentor a team to lead weekly Children's Church during 10:30 A.M. worship.

Seasonal Duties

1. Vacation Bible School

- a. Select and train volunteer Director of Vacation Bible School
- b. Supervise and mentor the Director of Vacation Bible School
- c. Co-coordinate Vacation Bible School with the Director of Vacation Bible School.
- d. DCM is expected to be present and help lead Vacation Bible School activities.

3. Special events

- a. Plan special educational event for children, particularly during Advent/Christmas and Lent/Easter.
- b. Accept other ministry duties when requested by the Pastor

Administrative Duties

1. Participate in and perform committee and staff responsibilities
 - a. Attend regular staff meetings, and other meetings as needed

2. Develop and adhere to the Children's Ministry budget and, itemized for each program and event, tracks expenses to ensure accountability.
3. Assist the Church's Discipleship Committee in setting specific education goals as relate to children.
4. Provide Proud to Protect to all individuals working with children
 - a. Ensure that all individuals working with children have up-to-date criminal background checks.
 - b. Ensure that the "Two Adult" law and church policy regarding all children activities is adhered to

Supervision of Nursery Staff and Volunteer-Support Persons

1. Supervise all nursery workers
2. Supervise all volunteers working with children.

Qualifications/Knowledge/Skills

1. The successful DCM candidate must have recent and relevant experience with children's ministry. A degree is strongly preferred with consideration given to the amount and type of experience. Incumbent should understand various age level development, abilities, and requirements and be able to recommend and evaluate curriculum for its age appropriateness.
2. The DCM must be able to work well with others, particularly volunteer staff. This person should also be able to communicate well orally and in writing.
3. The DCM must be supportive of the mission and vision of First Presbyterian Church of Jacksonville. The DCM must be skilled at mentoring others. The DCM must be able to keep confidences and maintain information.

Specialized/Technical Skills

1. The DCM must have experience with personal computers, word processors, software and database used by FPCJAX. Should the DCM not have experience with computer programs utilized by FPCJAX, DCM must be willing to learn the appropriate computer programs.

Expectations

1. It is expected that the DCM participate in continuing education events.

To apply for this position, please send your resume, letter of interest including salary expectations, and statement of personal faith to: Attn: Rev. Dr. Scott Luckey at scottluckey@fpcjax.org.

Salary commensurate with education and experience.

<http://fpcjax.org/>