

**KENNEWICK FIRST PRESBYTERIAN CHURCH
JOB DESCRIPTION**

MINISTRY: DIRECTOR OF CHILDREN & FAMILY MINISTRIES

PURPOSE OF MINISTRY:

The Director of Children & Family Ministries is responsible for developing and delivering a comprehensive program of Christian Education and Formation for children (birth – 5th grade) at Kennewick First Presbyterian Church. It is important that the Director inspires and excites children and their parents to learn and study the faith by communicating and demonstrating a personal passion for Jesus Christ.

RESPONSIBLE TO:

The Director of Children & Family Ministries reports directly to the Associate Pastor of Spiritual Development and is accountable to the Associate Pastor, the Head of Staff, and the Session. The Director is the staff liaison to the Find Community Team (CE) and works with appropriate Program Staff to develop the Christian Education Ministry of the church.

MINISTRY DESCRIPTION:

- Coordinate and oversee the Sunday Morning Children's Ministry Program.
- Provide staff leadership for the Christian Education Ministry of the church, ensuring that the ministry is in alignment with the church's vision statement, *"Daily Becoming the Heart and Hands of Jesus Christ."*
- Recruit, support, and equip the Christian Education Team and train Children's Ministry volunteers to minister to children and their parents.
- Interface and coordinate with the Pastoral and Program staff and relevant Ministry teams to deliver a comprehensive, holistic ministry of Christian Education and Formation for children.
- Develop new and creative ministries designed to aid in the faith development of children and integrate Christian Education and Formation into the greater life of the church.
- Minister to children and their families and build relationships with parents, children, and members of the congregation.
- Develop, review and select Children's Ministry curriculum.
- Ensure that the Christian Education rooms and bulletin boards are well-maintained.
- Direct Vacation Bible School and recruit, train, equip and support VBS volunteers and leaders.
- Oversee the Nursery/Child Care Coordinator.
- Attend Find Community Team (CE) meetings and attend Session meetings as needed.
- Prepare and manage the annual Christian Education Budget in collaboration with elders.
- Communicate regularly with the congregation through newsletters, website, and Annual Reports.
- Train volunteers, run background checks, and ensure our Child Abuse Protection Policy is enforced.
- Work with Kennewick First Presbyterian leadership in casting vision for making and equipping lifelong disciples of Jesus Christ.

SKILLS:

The Director shall be a committed Christian who demonstrates an active faith life and a personal relationship with Jesus Christ. The Director must possess a baccalaureate degree, preferably in education or a closely related field, and shall have experience teaching or directing educational

activities in a Christian setting. The Director should communicate enthusiasm for Christian Education and Formation and have an in-depth knowledge of the Bible and Confessions of the Reformed Faith.

Current CPR Certification required. Display a positive work ethic, be self-motivated and a team player, and have strong interpersonal skills, demonstrating an ability to work well with both children and adults. Be willing to participate in church-wide activities and events beyond one's ministry area for support and visibility. Attend Sunday worship regularly.

TIME COMMITMENT:

This is a part-time non-exempt staff position (10 – 15 hours a week). This position requires the ability to work flexible hours to meet the programmatic needs of the CE ministry and of the church, and to accommodate the seasonable aspects of Christian ministry. The Director is expected to take an active role in the life of Kennewick First Presbyterian.

COMPENSATION/BENEFITS:

A competitive salary will be offered commensurate with educational background and experience. There are no other benefits for this position.

EVALUATION:

A self-assessment of performance will be provided annually to the Head of Staff. The Head of Staff, the Associate Pastor of Spiritual Development, and members of the Personnel Team of Session will conduct an annual performance appraisal, with input from the Find Community Elders to review performance, expectations, compensation and to the Director to provide feedback to Session.

7/12/21