

POSITION: Director of Youth and Children's Christian Ministry

JOB DESCRIPTION/FUNCTION:

The Director of Children's Ministry (Director) at First Presbyterian Church, Jackson, TN will be responsible for creating and implementing a comprehensive ministry program that nurtures the spiritual growth and development of children (newborn - 5th grade) within our community of faith. This position will work with the Christian Education Committee to maintain an emphasis on discipleship with age appropriate activities focused on enhancing basic Christian understanding, devotion, and service. This position requires a compassionate, energetic, and creative individual who can connect with children and lead them towards a closer relationship with God.

WORKING RELATIONSHIPS: (including reporting structure, supervision, interfacing)

The Associate Pastor (who staffs the Christian Education Committee) supervises the work of this position. The Director will work in a cooperative and collaborative relationship with all other members of the staff and with Church leadership. The Director will work directly with the Christian Education Committee and/or their subcommittees in planning and implementing the various programs of the church. He/she attends all staff meetings. The annual review and support for this position is the responsibility of the Personnel Committee of the Session.

MAJOR RESPONSIBILITIES AND RELATED DUTIES:

The major responsibilities and related duties of the Director of Children's Ministry include, but are not limited to:

- Responsible for supervision and administrative coordination of the Children's Ministry and Youth Ministry Teams, including Children's programs, Pre-School programs, nursery staff, Youth programming, camp/retreat planning, and other programming as needed.
- Coordinate volunteer leaders for Children's programs and classes (including Children's Church, Rotation Sunday School, Youth Sunday School, and Wednesday night programming).
- Supervise Wednesday evening and Sunday morning nursery program to include hiring, training and supervising employees and volunteers.
- Choose and develop age-appropriate curriculum and activities for Wednesday night and Sunday morning Children's and Youth programs.
- Work with Christian Education Committee to prepare for, coordinate, and help lead Summer Vacation Bible School and other seasonal activities.
- Develop and nurture a volunteer base for Children's and Youth activities.
- Assist as needed in the Children's Time during worship services and/or Sunday School and to see our children grow in their knowledge and love of Jesus Christ.
- Provide overall care to all the children of our Church and their families.
- Communicate with young families and visitors to encourage participation, input, and volunteerism (i.e. Newsletter, face book, website, etc).

- Build relationships with and encourage our parents and families of children.
- Continually monitor our children's programs, and seek input from parents, volunteers, and staff.
- Explore new ideas to engage children and their families to fully participate in the life of the congregation.
- Attend weekly Staff meetings.
- Other duties as assigned

QUALIFICATIONS, SKILLS & ABILITIES:

- Bachelor's Degree minimum education required.
- Desire to cultivate a foundation of faith and fellowship in children and youth.
- 1-3 years full or part-time relevant experience preferred.
- Excellent organization and communication skills.
- Strong leadership skills and highly motivated.
- The Director of Youth and Children's Christian Ministry must be a committed Christian with a working knowledge of PC USA foundational beliefs. The ideal candidate must have a strong personal faith in Jesus Christ and the ability to articulate that faith to children. An engaging personality who facilitates a positive and encouraging interaction with the children is a very important qualification for this position.