

Job Description  
First Presbyterian Church, Spartanburg, SC

**JOB TITLE: Director of Children's Ministries**

Last Updated: June 14, 2021

**REPORT TO:** Associate Pastor for Education & Discipleship

**COMMITTEE INTERACTION:** Children's Education & Discipleship, Weekday School Board

**REPORTING TO YOU:** Nursery workers and other part-time children's ministry staff

**PURPOSE:**

- a. *To glorify God through Jesus Christ in dependence on the Holy Spirit*
- b. To provide primary leadership for the children's ministries of the church, cultivating young disciples through strong programming and by the example of an attentive, cooperative team.

**GENERAL DESCRIPTION OF YOUR POSITION:**

The Director of Children's Ministries provides for the support of the general teaching ministry of the church, with particular responsibility for children, birth through 5th grade. This position administers all children's ministry programs, including early childhood programming and childcare, Wednesdays at First children's programming, children's Sunday School, and Children's Worship.

**LIST OF RESPONSIBILITIES**

**1. Duties as a member of the Education and Discipleship staff:**

- Coordinate with the Associate Pastor for Education and Discipleship to promote cohesive teaching ministries of the church.
- Participate in staff meetings and planning.
- Teach as needed.
- Attend Sunday worship services.
- Engage in regular professional development and training.
- Serve as *ex-officio* member of Weekday School Board.

**2. Children's Ministry duties:**

- Administer and coordinate the various children's ministries of the church.
- Establish positive, collegial working relationships with: Administrative Assistant, Education and Discipleship committees, parents, and children's ministry volunteers and staff to increase overall program coordination and effectiveness.
- Oversee and coordinate the weekly and annual operation of the Sunday School program, including curriculum, teachers, training dates, and teacher assignments.
- Work with the Associate Pastor for Education and Discipleship to implement a program of children's worship and worship education.
- Recruit children's ministry teachers, leaders, and committee members coordinating with the Children's Education and Discipleship committee.

- Supervise all nursery workers and other part-time children's ministry staff for Sunday mornings and Wednesday evenings, and special programs and worship services.
- Plan, recruit, and prepare for training events for children's ministry volunteers.
- Organize the Vacation Bible School program.
- Plan, implement, and coordinate leadership for Wednesdays at First children's programs.
- Evaluate overall effectiveness of children's ministry programs with a vision for how this ministry can be further developed through existing and new programming.
- Lead Weekday School chapel time.

### **3. Other duties as assigned.**

#### **SKILLS, EDUCATION, TRAINING REQUIRED FOR THIS POSITION:**

- Training and experience in educational ministry.
- Ability to work well with supervisor, volunteers, and colleagues.
- Excellent communication skills.
- Pastoral approach to work and relationships.
- A passionate and contagious faith in Jesus Christ.
- A love of children.
- Willingness and ability to support and encourage parents as their child's "first teacher" and promote positive family relationships.
- Knowledge of the Bible and Reformed theology and a commitment to lifelong learning and growth.
- Strong leadership, organizational, teaching, and recruiting abilities.
- Administration of programs and leadership of volunteers.
- Knowledge and development of curriculum
- Knowledge of new educational resources, delivery models and experiences.