

**GENERAL RESPONSIBILITIES:**

The Director of Children's Ministries is responsible for coordinating the formation, care and nurture of a disciple identity in children (individuals birth through the fifth grade).

**QUALIFICATIONS:**

Applicants should possess training in education, experience working with children and volunteers, an ongoing commitment to personal faith development and discipleship and regular attendance in Christian worship. They must be open to theological diversity and will be subject to an extensive criminal background check.

Current members of First Christian Church are welcome to apply. Upon vacating the position of Director of Children's Ministry the Personnel Team will consider the need for a hiatus from the life of the congregation on an individual basis.

**SPECIFIC RESPONSIBILITIES:**

1. Model Christian discipleship while sharing the love of Jesus Christ with children and people of every age. Be an advocate for children in the life of the congregation.
2. Work alongside the Christian Identity Formation (CIF) Team and maintain a healthy relationship with church leaders, volunteers and other church staff.
3. With the help of the CIF Team, clergy and other church leadership, establish and maintain a physically, emotionally and spiritually safe space at church for all children to experience God's presence, Jesus' love and the power of the Holy Spirit.
4. With the CIF Team, create, maintain and annually review standards for age and developmentally appropriate discipleship benchmarks birth through fifth grade.
5. With the CIF Team, identify, recruit and train leaders and volunteers to assist with the implementation of all programs.
6. Implement and supervise the following programs recruiting, training and empowering volunteers as much as possible:
  - A. Sunday School for birth through grade 5
  - B. Just 4 Kids and JYF (grades 4-5) Youth Group during the school year
  - C. Vacation Bible School
  - D. Summer fellowship & fun occasions
  - E. Encouraging children to utilize individual interests & gifts (i.e. singing, art, musical instrument, drama, etc.) in worship and the life of the congregation

7. Coordinate with the Director of Youth Ministries to:
  - A. Maintain a fluid, cohesive and positive environment of Christian identity formation for all children and youth (the same will be expected of the Director of Youth Ministries).
  - B. Advertise, recruit and organize campers for Family, Elementary and JYF Camps with and through the Northeast Area Camp and Outdoor Ministries program.
  
8. Engage regularly in continuing education including conferences, seminars, classes, etc..
  
9. Advise the Director of Music Ministries in the advertising, recruiting and organizing of at least one regular children's choir &/or bell choir.
  
10. Administrative Tasks
  - A. With the Administrative Assistant maintain a regular and up-to-date roster and appropriate contact information for all children participating in the Children's Ministry
  - B. Advertise regularly and write when needed in the church newsletter
  - C. Attend and participate in weekly staff meetings
  - D. Keep regular office hours at least eight hours per week

**ACCOUNTABILITY:**

According to the By-Laws of First Christian Church, the day-to-day supervision of the Director of Children's Ministries is the duty of the Senior Minister. The Senior Minister and all staff are ultimately accountable to the Personnel Team and the General Board.

**ANTICIPATED HOURS & COMPENSATION:**

20 hours per week on average including Sunday School, office hours, contact hours and attendance in at least one worship service per week. 2 weeks paid vacation including *up to* 4 Sundays off. Minimum salaried compensation is \$14,000 per year.