

First Presbyterian Church

116 S Loudon St Winchester VA 22601
540-662-3824 www.fpcwinc.org



Position: Director of Children's Ministry

Status: Part Time (30 hours/week) Supervisor: Pastor/Head of Staff

Who we are/overview of role:

First Presbyterian Church is a congregation of the Presbyterian Church, U.S.A. [PCUSA]. We value service to neighbor, inclusivity, and social justice. God's grace in Christ encompasses everyone and everything. We are a Matthew 25 Congregation – Jesus tells us that what we do matters to God and how we treat others is important to God. We are a downtown congregation with the mission of serving Christ and neighbor in the heart of Winchester, VA and beyond. The Director of Children's Ministry will work towards this mission to reach and serve children and families as they grow together in Christ's love.

Essential Duties and Responsibilities:

Oversee the comprehensive programming for growth and faith development of children from birth through fourth grade. Make recommendations to the Worship and Discipleship Council and where appropriate other councils or teams.

- Possess a strong commitment to Jesus Christ, the church congregation, and the children of the church and their families
- Propose, develop and implement educational curriculum and instruction programs for Children's Ministry
- Lead Christian education programs and fellowship and instruction programs for Children's Ministry
- Develop and implement outreach efforts into the community that invite, engage, and serve children and families
- Coordinate and promote mission activities to engage children and families with the opportunity to serve Christ and neighbor, and provide learning opportunities to connect families to the existing missions of the church
- Provide pastoral care for children and their families in times of crisis in conjunction with the pastors and make visits to children and their families at the hospital
- Train parents about how to be the primary faith influencers of their children and regularly provide resources to parents that help their whole family engage in prayer and time with God in their homes
- Identify, recommend, lead, manage, and train project coordinators and volunteers to ensure the vision, mission, and philosophy of Children's Ministry are carried throughout the church
- Minister to Children's Ministry leaders and seek to challenge them to grow in their faith in Jesus Christ
- Deliver children's sermon each Sunday or secure a designee in the absence of the Director
- Provide leadership and support for the Weekday School in relation to Christian Education programs and services
- Attend Weekday School team meetings or assign a designee
- Oversee Vacation Bible School and recruit, organize, and lead a VBS Development Team
- Oversee Safe Sanctuaries Program
- Manage the financial budget for activities/events related to Children's Ministry
- Perform related duties as assigned by supervisor
- Maintain compliance with all church policies and procedures

Education and/or Work Experience Requirements:

- Bachelor's degree; specialization in childhood education or Children's Ministry preferred
- Minimum of 3 years teaching experience is preferred
- Proven organizational and planning skills
- Strong interpersonal skills with the ability to guide and motivate coordinators and volunteers
- Excellent verbal, written, and electronic communication skills
- Proven computer proficiency with standard office software and social media
- Collaborative work ethic

Physical requirements:

Ability to safely and successfully perform the essential job functions and maintain regular punctual attendance consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Print Employee Name:

Employee Signature:

Position Description approved by Session as of: 4/18/17 and revised on 3/30/20