

GRACE FIRST PRESBYTERIAN CHURCH

3955 Studebaker Road, Long Beach, CA 90808

Director of Children's and Family Ministries Job Description

GENERAL DESCRIPTION

This part time position is responsible for facilitating the coordination, development, and administration of the ministry of Christian education for the children (infants through fifth grade) and their families. The Director of Children's and Family Ministries will develop other volunteers and teams as necessary. This ministry will grow beyond the starting 10 hours per week.

ACCOUNTABILITY

Accountable to the Pastor as head-of-staff and work under the supervision of the Children's Ministry Team.

RESPONSIBILITIES

- Create and nurture ministries that grow Christian faith in children and families.
- Assure that curriculum materials, equipment and other supplies are available for Church School.
- Provide leadership for volunteer recruitment for Sunday program, related special events and worship participation, including background checks and scheduling to support activities.
- Develop and coordinate volunteer training for teachers and children's ministry volunteers.
- Be available to teachers and Church School leaders on Sunday mornings and at other times for guidance and support.
- Staff the Children's Ministry Team and attend monthly church staff meetings.
- Communicate children's ministry opportunities to the congregation.
- Supervise church childcare staff.
- Work cooperatively with Children's Music Director and Preschool Director.

QUALIFICATIONS

- College degree or significant experience in education
- Understanding and appreciation of the Reformed, Presbyterian Church
- Enthusiasm and a heart for sharing faith with children
- Good communication skills, both written and verbal
- Experience with volunteer management
- Strong planning and organization skills
- Self-directed, creative and able to grow the ministry
- Plays well with others, relationally available, and friendly

Staff members are expected to perform their duties in such a manner and spirit as becomes a Christian and which will make people feel welcome and at home in the church. In addition to this description, staff members are expected to recognize tasks which need to be done and to undertake them on their own initiative or bring them to the attention of the appropriate church ministry team or staff member.

To apply: submit resume and contact information for three references to: pastor@gracefirst.org