

CHILDREN'S MINISTRY DIRECTOR

FIRST REFORMED CHURCH 516 WEST 14TH AVE. MITCHELL, SD 57301 WWW.FIRSTREFORMED.COM

Reports to: Sr. Pastor

Works with: Children, Birth through Grade 5, Children's Ministry Leadership Team, Adult Volunteers, Church Staff, Parents of Children Birth—Grade 5, and other Church Teams.

Purpose of Position: To create and lead a dynamic Children's Ministry Birth--Grade 5 where Children are encouraged to connect with Jesus Christ and the Christian community at FRC. And working with the Sr. Pastor and Church Staff to help us more effectively fulfill our vision of being "a place where God is seen, love is felt and lives are changed".

Status: At Will Part-Time Employment. (approx.. 30-35 hours a week) Flexibility will be given as to working hours. To be paid in 24 installments (2x a month).

Starting Compensation: Approx. \$30,000/year.

Benefits:

- Paid Time Off Provided (Time TBD, All Holidays)
- Additional Non-Paid Time Off Provided (Time/length TBD)
- No Insurance Provided at this point.

Two Goals that pertain to the All Staff Positions:

1. To see 75 Faith decisions this year (including many from the Children's ministry) Professions of Faith, Baptisms and New members.
2. To grow our Weekend Worship Attendance from 200 to 300 (including many of children Birth through Grade and their families).

5 Primary Areas of Responsibility in Children's Ministry

1. To Connect & Disciple Children.
2. Oversee and Lead the Children's Ministry Leadership Team.
3. Oversee and Lead Wednesday Night Ministry to Children.
4. Oversee and Lead Sunday Morning Ministry to Children.
5. Create and Implement Quarterly Outreach Events/Activities to Children.

5 Primary Areas of Responsibility in Administration/Office Manager

1. To assist Sr. Pastor in duties as assigned.
2. To Oversee/Create & Distribution of Worship & Communication Material.
3. To Over-see/Create & Distribute Reports, (money, ministries) forms, volunteer schedules, etc.
4. To Over-see/Create and manage online communication (Facebook, etc.).
5. To Serve as the receptionist as available to answer phones and direct communication in appropriate direction toward staff, or leaders or lay volunteers, etc.

Responsibilities:

1. **To assist Sr. Pastor in duties as assigned to help the Sr. Pastor.**
2. **Oversee and Lead the Children's Ministry Team.** Discerning, Discussing, Deciding, planning and leading overall strategy and programs and practices of the Children's ministry. Lead Team meeting on a monthly basis. Create goals and track results and make adjustments.
3. **Lead Wednesday Night Children's Ministry.** In Collaboration with Adult Volunteers, and under Sr. Pastor's guidance to create a ministry action plan for the year, the curriculum, flow of mid-week, objectives, goals, strategies, etc. Teach at approx.75% of the lessons, (other 25% can be other leaders/facilitators, video curriculums, guest speakers, etc.).
4. **Oversee and/or Lead Sunday Morning Ministry to Children.** In Collaboration with Adult Volunteers and under Sr. Pastor's guidance to select curriculum and create a ministry action plan for Sunday morning ministry.

5. **Create, Develop and Implement Quarterly Outreach Events to Reach New Children.**
6. **Consistently Communicate with Parents, Children and Congregation about the Children's ministry.** Weekly emails, remind, and monthly newsletter as well as updates on Facebook, etc.
7. **Weekly Check-in with Sr. Pastor** for Discussing, Discerning and Planning Youth Ministry.
8. **Weekly Staff Meeting.** Be an active member of the staff team. Attending and participating in key church-wide ministry events and activities. Supporting the mission, vision, goals and strategies of the Church.
9. **Manage Office, Supplies, Materials for Office.**
10. **Create and distribute communication to congregation.**

Qualifications:

- Strong faith and personal relationship with Jesus Christ.
- Strong relational skills and ability to connect and disciple children as well as work with adults, members of the congregation, Sr. Pastor and staff.
- Ability and willingness to be a continual learner in the areas of your job, calling and the goals of this Church.
- Strong Capable computer and technical skills related to office management and administrative tasks.
- Capable of overseeing or creating ProPresenter slides (or other programs used to create slides for Worship on Sunday morning).
- Commitment to the mission and vision of FRC, and a willingness to align with the ministry goals and strategies of FRC and the leadership of the Sr. Pastor.
- Effective, biblical, and relevant communicator with children and effective and able to connect well with parents.
- Ability to effectively lead teams.
- Demonstrate Knowledge and ability effectively create, plan and implement ministry for children, as well as effectively organizing events, activities and or groups.
- Be Flexible, humble, and confident and commitment to a growth mind-set.