



FIRST PRESBYTERIAN CHURCH, Lancaster, OH

Position: Children & Family Ministries Director

Reports to: *Sr. Pastor*

Classification/Working Schedule

Hours: 18-25 hours a week

Sunday morning and Wednesday evening presence and participation is required

Flexible scheduling can include:

- Office Hours
- Home Visits
- Community Outreach
- Special Events

Overall Purpose of Position

To lead a ministry that impacts the children and parents of the Lancaster First Presbyterian Church congregation and community. The CFM Director is characterized by a love for Christ and others, a passion to see children and families grow in the gospel, and a support for the vision, mission, and values of Lancaster First Presbyterian Church. Creates a balance between traditional and contemporary methodologies to both strengthen our existing ministry and provide a clear vision for how we can better reach the young families of our community.

Accountability

The Children & Family Ministries Director will always strive to represent our church in the very best manner possible. (See appendix A, Item 1)

Problem Solving

The Children & Family Ministries Director creatively collaborates with senior pastor, staff, and member volunteers in planning effective ministry to children and families.

Self-Management and Personal Responsibility

See appendix A.

Primary Duties and Responsibilities

The position of Children & Family Ministries (CFM) Director of the First Presbyterian Church shall be described as follows, and is not limited to:

1. Regularly communicate and collaborate with First Presbyterian Church (FPC) staff about Children's and Family Ministry (CFM) activities
2. Monitor the CFM budget with assistance from FPC financial administrator; ensure spending of funds is in alignment with ministry goals and needs
3. Guide and equip families with faith-building programs, materials, and events (i.e. devotions, family fellowship, etc.)
4. Communicate with and train volunteers to promote vision
5. Recruit, coach, assist, observe, and encourage Children's and Family Ministry volunteers
6. Develop and communicate the vision of CFM in person and in writing to congregation and community
7. Collaborate with the Children's Ministry Team and other volunteers to:
 - Provide PK-Grade 5 instruction and programming to promote a strong biblical foundation and a love for God's Word
 - Select, evaluate and implement curriculum and lessons that are theologically sound, pedagogically effective, and teacher/student friendly
 - Ensure high-quality nursery care for infants and toddlers
 - Provide special outreach/fellowship events throughout the year (seasonal events – spring, summer, fall, Christmas, etc.)
 - Plan and execute regular and seasonal mid-week activities
 - Provide VBS and summer camp activities

Required Skills

1. 4 year degree with instruction in education or ministry, and/or commensurate experience
2. Previous paid or substantial volunteer ministry experience
3. Ability to work independently without close supervision and as part of a team
4. Ability to organize and coordinate ministry activities and events
5. Consistent prayer and devotional life; attendance in worship

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Revised 5/13/2017

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APPENDIX A

Principles of Self-Management and Personal Responsibility

1. I will demonstrate Christian principles in all situations and to all individuals with whom I come in contact while fulfilling my job responsibilities.
2. I will commit to self-manage my job as effectively and efficiently as I know how.
3. I will commit to work cooperatively and enthusiastically with my co-workers and all church members on church teams/committees with whom I work, or for which I have responsibilities.
4. When problems arise in my job, I will commit to initiate action to resolve the situation in a timely manner by:
 - ◇ Requesting guidance and/or assistance from my supervisor, or
 - ◇ Requesting guidance and/or assistance from my co-workers or from church members on appropriate church teams/committees.
5. I will commit to initiate ways to improve overall effectiveness and reduce the church's operating costs in my functional area. I will aid and support my co-workers to the maximum extent possible. e.g., when they are absent (vacation, illness, etc.) or experiencing heavy/peak work loads. Where appropriate, I will initiate self-managing teams within my functional work area (e.g. 'church office/operation', 'music', 'education', 'maintenance' etc.) to help the church effectively meet the Sessions Mission/objectives.
6. I will strive to improve my personal job skills by self-study and/or participation in outside courses, seminars etc.