



The First Presbyterian Church of Waunakee, Inc.

Director of Children and Family Ministry • POSITION DESCRIPTION

Our Mission: We exist as a congregation to know Jesus Christ and to make Him known: to proclaim the good news of Jesus Christ so all may come to know and love Him; to nurture His people in joyful faith, fellowship, and commitment; and to demonstrate His way of love in service to the world.

Children's Ministry Mission: To support families in the spiritual formation of children to know and follow Jesus Christ.

Job Title: Director of Children and Family Ministry

Job Status: Full-Time, Salaried/Exempt. Flexible weekday scheduling; onsite or remote/hybrid with Head of Staff Approval.

Purpose: To provide leadership, direction, coordination, and support for the church's programs and mission of Children's Ministry. This role is pivotal in nurturing the spiritual growth of our youngest members and creating a vibrant and welcoming environment for families. Community outreach and engagement is another key aspect of the role to bring new families into worship at FPC.

Qualifications and/or Gifts Required:

- Inspires a love for God and His teachings, serving as a role model and cheerleader for the spiritual development of children.
- Has a love for Kids: Demonstrates genuine care and compassion for children, creating a safe and nurturing environment where they can learn and grow in their faith.
- Personable, fun, positive, engaging. Engages children, families, and volunteers with warmth, enthusiasm, and a positive attitude, making church activities enjoyable and meaningful.
- Good communicator: Effectively communicates with children, parents, volunteers, and church staff. Responsive and available.
- Strong Leader and Team Builder: Ability to recruit, lead and motivate a team of volunteers and staff, embracing innovation and leading change.
- Listens to the needs of children, parents, volunteers and staff, inspiring others to contribute to the ministry's success. Ability to recognize, address and resolve concerns and any potential conflicts.
- Develops engaging programs, events, and outreach efforts to attract and retain children and families, valuing the importance of marketing strategies and technology.
- Possesses a desire and ability for collaboration with others within the church, and with others in the community, for continued growth and partnerships.
- A bachelor's degree is preferred (children's ministry, pastoral ministry, ministry leadership, education, human development, or the equivalent), and/or documented experience in working with children and families

Benefits

FPC offers an array of benefits for full-time employees, including medical, dental, long-term disability and vision insurance; paid time off; paid holidays; retirement savings plan; group life insurance maternity/paternity leave; bereavement leave; and the possibility for a flexible, hybrid work structure with approval from Head of Staff.

Responsibilities

The Director of Children and Family Ministry will sustain, develop and publicize programming for the spiritual formation of children as we, the church, assist parents in fulfilling their calling as the primary spiritual leaders of their children. The Director will be responsible for all Children and Family Ministry programs and activities of FPC for ages newborn-6th grade. To these ends, the Director will:

Recruit, Equip, and Supervise Part Time Children and Family Ministry Staff

- Provide leadership, direction, support, orientation, and training for any CFM staff.
- Supervise and annually review any CFM staff members.

Recruit and Equip Children and Family Ministry Adult and Student Volunteers

- Initiate volunteer recruitment and placement, class organization, orientation, and training for volunteers ensuring coverage for programs.
- Support volunteers on Sunday mornings, during VBS, and other programs offered.

Plan, administer, and supervise all Children and Family Ministry Programs existing and future

- Sunday Morning: Sunday school, Kingdom Kids, and Nursery
- Coordinate Sunday morning Children's Sermons
- Evaluate and develop current and future Children's Ministry programs in connection with and supported by the Elder for Children's Ministry and the Session.
- Develop Family Ministry programs and events in connection with and supported by the Children and Student Ministries.
- Plan, manage and execute all aspects of Vacation Bible School including curriculum selection, supply procurement and volunteer coordination.

Perform Administrative Responsibilities for Children and Family Ministry

- Track and maintain registration database for Sunday Morning Programs and VBS.
- Maintain classroom supplies
- Track and maintain ministry applications/information (background checks, references, etc.) ensuring that processes are completed in a timely manner. Assist in interviewing volunteers.
- Connect with Communications Director to produce multi-channel communications to parents and visitors on the mission, news, and events of CFM.
- Work with the Worship Production Coordinator to create Sunday morning media communications.

Outreach & Engagement

- Regularly connect and build relationships with church members and families and help connect families and children to programs and events.
- Build a network of community leaders in the Waunakee area.
- Look for community events to raise awareness of the children's programs at FPC.
- Organize outreach events to invite non-FPC families from the community to participate

Time required: 40 hours per week; including most Sundays (during regular programming) to manage Sunday School and children's activities. Must be available leading up to and during week of Vacation Bible School.

Approved by Session: _____ Date: _____
Clerk of Session

Accepted by Employee: _____ Date: _____