

((fp)) First Presbyterian Church *Bakersfield, California*

Position Description

Position Title: Director of Children's Ministry

(rev. 1/26)

(Note: Statements in this description are intended to reflect, in general, the duties and responsibilities of this position and are not to be interpreted as all inclusive.)

Basic Foundation:

The Director of Children's Ministries serves as the primary staff person responsible for the Early Childhood and Elementary children of our church. Working in conjunction with the Discipleship Committee, the Director brings our children's ministry vision to life creating engaging, Christ-centered environments where children grow to "Know Christ, Love One Another, and Bless the World."

Nature and Scope of Responsibilities:

This position will be responsible for the ministry to children from birth through fifth grade by creating programs that disciple children, share the Gospel with those who do not yet believe, and equip parents to be their children's primary spiritual leaders. This position reports to the Associate Pastor.

Primary Duties:

Children's Ministries

1. Champion the spiritual growth of children by partnering with the Discipleship Committee to design engaging programs that build faith through Bible learning, prayer, worship, fellowship, service, and sharing the Gospel.
2. Inspire, recruit, equip, and support a passionate team of Children's Ministry volunteers.
3. Actively reach children in Bakersfield with the Gospel and invite them into the life of First Pres' (FP) Children's Ministry.
4. Create a safe, secure, and welcoming environment where children and families feel confident and cared for.
5. Create clear, engaging communication with children, families, and volunteers.
6. Pursue consistent, meaningful follow-up with new families, absent children, and regular attendees, offering care and encouragement along the way.

Outreach

1. Lead creative outreach efforts that connect FP Children's Ministry with the surrounding community.
2. Plan and host engaging events that welcome families and invite them into the life of FP.
3. Build strong partnerships with local organizations and individuals to expand our impact.
4. Equip and mobilize church members to joyfully serve and share in community outreach.
5. Intentionally engage families with the goal of helping them connect to and grow within FP's Children's Ministry.

::Inviting people into meaningful life through knowing Christ, loving one another, and blessing the world.::

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Director of Children's Ministry

General

1. Lead and support the childcare staff through training and scheduling.
2. Develop and manage the Children's Ministry budget.
3. Actively participate in staff, department, and committee meetings to collaborate, plan, and communicate ministry goals and progress.
4. Prioritize personal spiritual growth through regular worship, study, prayer, retreats, and ongoing ministry development.
5. Collaborate with youth and adult ministries to support the church's overall mission and strategy.
6. Handle essential administrative tasks, including communication with families, event planning, facility preparation, and ministry coordination.
7. Oversee policies and procedures for managing the safety and security of our children.
8. Maintain an up-to-date database, social media presence, and communication platform for children and volunteers at FP.
9. Embrace additional responsibilities as needed to support the mission of FP.

Qualifications:

1. College bachelor's degree or equivalent
2. Three years of children's ministry experience
3. Clear sense of call to children's ministry
4. Awareness of child development ages and stages
5. Agreement with the Confessions of Faith and the Essential Tenants of the EPC

Other:

This position is full-time with an expectation of regular office hours including Sundays with occasional Saturdays as required to support ministry-related activities, as well as participation in the life of First Pres. Some physical activity will be necessary for tasks such as event set-up and participation in outreach events or mission trips.