

## Children's Director Job Description

### About the Church

First Presbyterian Church of Littleton (FPCL) is a mid-sized church (180 in worship, 330 in membership) near the downtown of Littleton, CO. We focus on personal spiritual growth and living out our faith in our community. We are **Rooted in Christ, Growing through Relationships, and Branching into Service.**

We have two traditional worship services on Sunday morning at 8:30 and 10:30am. Our children's education is during the 10:30am service, our youth ministry is Sunday evening, and our adult education is scattered throughout the week in Bible studies and groups. For more information visit <http://littletonpresbyterian.org>.

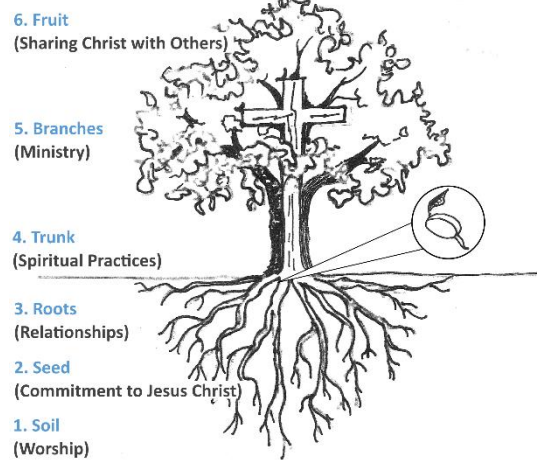
### Spiritual Growth at FPCL

We believe that each person's faith journey follows a different path that is organic for them, but there are common elements for all of us. We encourage our church to grow every part of their spiritual trees.

1. **Soil** (Worship)
2. **Seed** (Commitment to Jesus Christ)
3. **Roots** (Relationships)
4. **Trunk** (Spiritual Practices)
5. **Branches** (Ministry)
6. **Fruit** (Sharing Christ with Others)

In this season in the life of FPCL, we are especially emphasizing involvement in serving the local community. For example, we are offering a free community meal for those who are hungry or lonely.

### The Tree of Discipleship Acts 2:42-47



### Children's Ministry Programs at FPCL

- **Sunday School** (September through May)
  - Equip our volunteers to disciple the children (age 3 through 5<sup>th</sup> grade)
  - Know and equip parents to disciple their children
  - Help volunteers implement curriculum (currently *Dig In* - [www.group.com/digin](http://www.group.com/digin))
- **Vacation Bible School** (June)
  - Select and implement curriculum (different each year)
  - Recruit and equip volunteers to disciple the VBS children
  - Involve the VBS children in worship on the following Sunday

### Children's Director Position

- **15 hours per week, \$17 per hour**
- **Reports to Head Pastor**
- **Full Job Description attached**

Interested? Submit a Resume, Cover Letter, and 3 References to [cody@fpcl.org](mailto:cody@fpcl.org)

## **DIRECTOR OF CHILDREN'S MINISTRY**

First Presbyterian Church of Littleton

Revised May 2018

The Director of Children's Ministry position is a part-time, 15 hour/week position. The person in this role is responsible for the oversight of all curriculum, classes, volunteers, and events related to children, age 3 through fifth grade, in the church.

### **QUALIFICATIONS:**

- At least 18 years of age
- Not a member of First Presbyterian Church of Littleton
- Mandatory background check
- Minimum of a high school diploma
- Availability to be at the church on Sunday mornings
- Prefer at least 2 previous experiences in children's ministry or related work (i.e. teaching experience, summer camps for children, other non-profit work with children)

### **DUTIES & RESPONSIBILITIES:**

- **SUNDAY SCHOOL:**
  - Select, purchase, and implement curricula for the preschool and elementary classrooms. Currently we are using the *Dig In* curriculum ([www.group.com/digin](http://www.group.com/digin))
  - Recruit volunteers for Sunday School classes, and create volunteer rotation schedules for the Sunday School year (September-May)
  - Maintain consistent communication with children's ministry volunteers (emails, trainings, mail, etc.)
  - Order supplies for Sunday School classrooms, lessons, and units
  - Ensure all volunteers have completed the online Safe Sanctuary training
  - Supervise and float between the preschool and elementary classes during the CE hour on Sunday mornings (10:45-11:30am)
  - Arrange for special events during the course of the year (3<sup>rd</sup> Grade Bible Presentation, assist with Family Easter Egg Hunt event, etc.)
  - Maintain communication with parents and families of young children in the church (sending church postcards, email updates, newsletter articles, building personal relationships, etc.)
  - Occasionally assist in worship with a Children's Sermon
- **VACATION BIBLE SCHOOL:**
  - Select and implement VBS curriculum for each June
  - Serve as Director of VBS
  - Recruit a VBS committee and schedule planning meetings
  - Recruit and train VBS volunteers for the various classes and activities of VBS
  - Organize church decorations and preparations for VBS
  - Facilitate VBS pre-registration process
  - Communicate with the congregation about VBS through newsletter advertisements, flyers, bulletin announcements, etc.

- **ADMINISTRATIVE DUTIES & MISCELLANEOUS DUTIES:**
  - Prepare weekly bulletin announcements (as needed) for the Children's Ministry area, and send these on to Church Administrator
  - Prepare monthly newsletter announcements for the Children's Ministry area
  - Complete Purchase Orders and submit paperwork
  - Attend the Christian Education Committee meeting once per month, and bring monthly updates on Children's Ministry
  - Coordinate and plan with C.E. Committee for seasonal family events
  - Maintain communication with Children's Choir Director about the Sunday School calendar year
  - Keep in touch with volunteers on scheduling, curriculum, etc.
  
- **REPORTS TO:** Head Pastor