

DRAFT FOR PERSONNEL COMMITTEE

March 13, 2024

FIRST PRESBYTERIAN CHURCH FERNANDINA BEACH, FL

INTERIM DIRECTOR OF CHILDREN AND FAMILY MINISTRIES POSITION DESCRIPTION

Reports to: Pastor/Head of Staff

FLSA status: Exempt

Hours: 15 - 20 hours per week

Compensation: \$1875 - \$2500 per month, depending on hours.

Overview

Under the direction of the Pastor/Head of Staff, this position is responsible for planning, administering, and facilitating programming and events designed to guide children up to grade 5 in their understanding of God, the Bible and Christian faith, and to help them grow in their relationship with God and with the church.

Minimum Qualifications

- Education and Experience: Bachelor's degree in education, youth/children's ministry, theology or related field preferred. At least two years of previous work experience with children. A comparable amount of training, education or experience may be substituted for the minimum requirements.
- Knowledge, Skills and Abilities: Excellent communication and interpersonal skills accompanied by a positive attitude; good judgment and the ability to maintain confidentiality; willingness to work cooperatively with other staff members and other ministry areas; ability to relate to children by earning their respect and trust; excellent organization and supervision skills; evident relationship with and belief in God and commitment to church.
- Available to work Sunday mornings. Other work days/hours to be negotiated.

Essential Functions

- During time of transition, in conjunction with the Children's Ministry Committee assess children's and family ministry's immediate needs and develop programs and activities to meet those needs.
- Be the staff liaison to the Children's Ministry Committee and work closely with them to provide opportunities for children to joyfully worship and honor God, develop friendships with other Christians, and be better equipped for a life of discipleship.
- Schedule and supervise paid children's ministry staff, including nursery and front desk workers.

- Be present on Sunday mornings to oversee and support Sunday School, nursery and Children Church. With Children's Ministry Committee, ensure Sunday School classes and Children's Church are staffed with volunteers.
- Oversee the planning and implementation of Children's Church during the 11:00 service.
- Attend and support Vacation Bible School. Work with VBS Directors and Children's Ministry Committee in planning and implementing VBS.
- Schedule and oversee children to serve as Acolytes for the 11:00 worship service.
- Ensure that the church's policies and procedures are followed in the church's ministry to children and families, including that all paid staff and volunteers have completed criminal background checks and child protection training.
- Work with staff and committees to prepare and communicate information regarding children's ministries
- Develop strong relationships with parents and families of children and encourage greater involvement from parents in volunteer positions

Essential Physical Skills

- Acceptable eyesight and hearing (with or without corrections); Ability to communicate orally and in writing. Reaching, pulling, pushing, lifting, sitting, standing, kneeling, and bending. Reasonable accommodations will be made for otherwise qualified individuals with a disability.