



First Presbyterian Church of Charlotte

Director of Children and Family Ministry Job Description

Reports to: Associate Pastor for Formation

Status: Full-time, Exempt

Position Summary:

The Director of Children and Family Ministry will help our congregation live into the baptismal promise to “strengthen our families’ ties to the household of faith”. This individual will have primary responsibility for nurturing the faith of our youngest disciples within the church and the two schools. They will build a culture of belonging for families with children by providing relevant faith formation opportunities, teaching age-appropriate lessons and programs, providing resources to parents, and building bridges between our schools and church populations. As a part of our Faith Formation team, this director will work collaboratively to offer cross-generational programming.

Essential Functions:

- Provide vision and direction for children’s ministry from birth through 5th grade.
- Select or develop, implement, and evaluate curriculum and program offerings consistent with Reformed theology and the mission of First Presbyterian Church that are also engaging, fun, and appropriate for developmental age. Programs may include children’s Sunday School, First Church (during worship age 3 - first grade), parenting classes, summer Vacation Bible School, outreach project opportunities for children, and involvement in church-wide programs.
- Recruit, train, and develop leaders and teachers for children’s ministry, including the children’s ministry committee of the Diaconate, teachers, and volunteers.
- Provide Christian education for the children of the Weekday School and Child Development Center, including weekly chapel services, in coordination with the directors of the schools.
- Coordinate childcare as needed for on-site church events, including the Sunday morning nursery.
- Collaborate with staff across FPC, including the directors of the schools, pastoral staff, and communications team.
- Serve as the main point of intersection between church and school programs looking out for opportunities for collaboration and cross-promotion.
- Advocate for children of all ages and their participation in the life of the church, such as participating in worship and recognizing milestones including births, baptisms, presentation of Bibles, and transitioning to Middle School.
- Other duties as assigned by the Associate Pastor for Formation.

Qualifications

- An advanced degree in a related field (Christian education, Reformed theology, child development, etc.) is strongly preferred, or a Bachelor’s degree with comparable experience.
- Proven success working with children in a ministry or educational setting.
- Ability to work successfully with teams and with people from a wide range of backgrounds and cultures.
- Committed to embodying the mission and values of First Presbyterian Church.
- Computer literacy and proficiency with Microsoft Office Suite, G-Suite, and ability to learn new technologies used by the church.
- Agility to navigate changing technology, including social media.

Childcare Protection Policy:

This position requires the satisfactory completion of the church’s Child and Youth Protection Policy training.

Terms of Employment:

Salary, benefits, and other terms of employment will be administered in accordance with the policies contained in the FPC Employee Handbook, a copy of which is provided to each employee.

Note: This description contains the information and facts considered necessary to describe and evaluate the duties of this position fairly and equitably. It should not be considered an exhaustive description of all the work requirements to be performed, but indicates the kinds of duties and levels of responsibility required by the position. The Associate Pastor may add or remove responsibilities as occasion may require.

To apply, please send resume and cover letter to hr@firstpres-charlotte.org.