

FIRST PRESBYTERIAN CHURCH, Champaign, IL

Director of Family & Children's Ministries

Full-time, Exempt

Principal Job:

Bring progressive leadership to Children's Ministry for ages birth-5th grade and Family Ministry program.

Qualifications:

- Degree in Christian education and 2 years' leadership experience or 5 years' leadership experience
- Proven ability to recruit, organize and equip volunteers and staff
- Proven ability to develop and manage programs

Primary job responsibilities:

- Serve as a member of the Senior Leadership Team to provide input on overall church strategies as related to children and family ministry
- Lead a review and evaluation of existing children's programs.
- Lead and develop a paid and volunteer support staff.
- Have direct oversight for the following areas of ministry: Sunday School, Wednesday Night Youth Club, Wonderful Week Vacation Bible School and childcare for church events.
- Research, develop and implement a program of Family Ministries (birth-18 years) in conjunction with the Youth Ministries Leader and Mother's Morning Out Director, to include small groups for parents, resources for family faith, intergenerational retreats, etc.
- Recruit and develop adult leaders for each ministry.
- Communicate with the congregation, specifically parents, through *First Light* newsletter, the church website and other means.
- Work closely with Youth Ministries Leader (6th-12th grade) to ensure communication and compatibility of programs.
- Assist with large church projects especially on the family or children's aspect.
- Keep regularly scheduled office hours to manage paperwork, phone calls and to provide for opportunity for meetings and consultation.
- Review employees on an annual basis.
- Create and monitor budget for Family and Children's Ministry.
- Attend staff and Session committee meetings and other meetings as directed.

Supervisor: Senior Pastor

Supervises: Children's ministry staff

Committee/Team Relationships: Family & Youth Education Session committee, Senior Leadership Team, Mother's Morning Out Board