

**First Presbyterian Church
Goldsboro, North Carolina**

Position Description

Title: Director of Children's Ministry and Christian Education

Reporting Relationship/Supervisor: Supervised by the Pastor

Hours: 30 hours per week with benefits; position requires office hours and variable schedule as needed to fulfill responsibilities.

Purpose: Foster the spiritual formation of children, their families, and adult Christian Education.

Specific Duties and Responsibilities:

1. Plan, implement and supervise age-appropriate child and adult spiritual formation in the areas of ongoing and seasonal discipleship ministries, using reformed Christian Education theory and practice.
2. Organize and plan creative wide, community and family events to reach out more children. Events such as community Easter Egg hunt, After School program, Trunk or Treat, community-oriented events, parent's night out, Christmas store for kids, etc. Assist mission trips and programs related to children in coordination with the Mission committee.
3. Communicate with families in innovative and timely ways using email, social media, and other ways. Keep undated records of all children and their families in the church.
4. Help visitors, new members with children feel welcome; giving them information on all activities and helping them learn their way around the church.
5. Work with pastoral and program staff, Youth Director, Christian education committee, as well as congregation members, on Christian Formation.
6. Attend Continuing Education events to enhance the implementation of new teaching methods, materials, networking with other Christian educators and implement these as appropriate.
7. Direct Vacation Bible School, propose curriculum, recruit, and train volunteers.
8. Recruit, train and supervise qualified volunteers to assist with program implementation and growth.
9. Plan and oversee annual budget for children and Christian Education ministries. Work with and assist the Youth Director of the Church as needed.
10. Attend staff meetings, appropriate committees, and work with other staff members.
11. Prepare and present children's time during worship.
12. Assist updating website and church social media with children's ministry programs.
13. Other duties as needed or assigned.

Qualifications/Required Skills:

1. Master's degree in Christian Education or related field.
2. Solid foundation in the theories and practice of Spiritual Formation and Christian Education, reformed biblical interpretation, and child development theory.

3. Previous ministry experience with children in a congregational setting.
4. Team oriented, work well with staff, volunteers, parents, congregation, and community leaders. Strive to get along with everybody.
5. Excellent verbal and written communication skills. Intercultural ministries experience is a plus. Technology and Social media knowledge are a plus.

Personal Requirements:

1. Affirm Jesus Christ as Lord as Savior, participate daily in prayer and Bible Study, yield to the guidance of the Holy Spirit, trust God in all things, and have a servant's heart.
2. Exhibit honesty and integrity, kindness and caring, tactfulness and courtesy, enthusiasm, and joyfulness in the Lord. Be always a team player. Set example by own conduct and personal behavior, be responsible and accountable for self, be respectful of authority, use authority wisely and make wise decisions.
3. Understanding of and ability to maintain confidentiality.

Equipment Used: Personal computer with various software as needed.

Other Special Requirements: Valid Driver's license.

Revised February 2023.

Initials Staff: _____

Date: _____

Initials Supervisor: _____

Date: _____