

Director of Children and Family Ministry

Reports to: Executive Director of Children, Youth, and Family Ministries

Status: Full Time

FLSA: Exempt

Job Summary

The Director of Children and Family Ministry will work to develop a sound Christian foundation for the children (birth through fifth grade) at First Presbyterian Church by providing theological insight and understanding of how scripture is relevant and equipping them with the knowledge and ability to articulate and live out their faith. The Director of Children and Family Ministry will work to create and develop a relational ministry with children and their families at First Presbyterian Church in Charlotte.

Essential Functions:

Leadership and Administration

- Provide spiritual leadership to children and their families, equipping children to be followers of Christ (in conjunction with the Executive Director of Children, Youth, and Families [ED])
- Create a safe haven for children to interact with others, provide mutual support for each other, and explore their faith
- Meet with parents one-on-one and in groups to develop relationships for increased involvement of the whole family
- Be responsible for the planning, organizing, and coordination of children and family ministry of First Presbyterian Church
- Plan, implement, and evaluate educational and fellowship opportunities for Children and parents (i.e. select curriculum, Formation Hour, grade specific focuses, FEAST, Baptism classes, Program transition special events, outreach opportunities)
- Recruit and assist in training adult volunteers to serve as teachers
- Develop new options for fellowship and programming for families with young children, including options both on-site and off-site.
- Coordinate Children and Family Ministry Communications (emails, newsletter, publicity, texts etc.)
- Assist the ED with incorporating children in all aspects of the church's life and within the greater Church
- Assist the ED and families in constant evaluation of existing ministry programs, building new programs, and discontinuing old programs when appropriate
- In conjunction with ED represent staff on the Children and Family Ministry Sub-Committee
- Coordinate Christian Formation in the FPC Schools (i.e. Chapel instruction, Sanctuary worship, and classroom plans)
- Develop relationships with teachers and families of the FPC Schools to nurture relationships between Christian Formation department and the FPC Schools
- Plan and recruit volunteers for Vacation Bible School
- Supervise the coordination of nursery employees for Sunday morning and special events.
- Collaborate with Music Ministry in programs and formation
- Create and implement anti-racism and diversity education for children and families

Relationship Building/Pastoral Care

- Assist in reporting pastoral care for children and families
- Celebrate with children and families (birthdays, starting school, graduation, and the many other ways families invite you into their lives)

Other Responsibilities:

- Participate in staff, committee, and planning meetings

Minimum Qualifications:

- Bachelor's Degree from an accredited college or university
- Ministry experience in a church environment
- Diversity training and/or experience in a diverse and inclusive setting preferred
- Experience with virtual education programming and digital proficiency preferred
- Ongoing, vibrant commitment to learning and growing in personal relationship with Jesus Christ through continuing education and professional development opportunities

Please submit cover letter and resume to employment@firstpres-charlotte.org.