



### **Our Heart for This Role**

At FCF, we believe children and families matter deeply to God and to our church family. We are praying for someone who senses a genuine calling to minister to children and families and who desires to shepherd them toward a lifelong relationship with Jesus Christ and has a passion for helping children grow in their faith while supporting and encouraging parents along the way.

The Children's Ministry Director will help create a welcoming, Christ-centered environment where children feel safe, known, loved, and excited to learn about Jesus. This person is someone who desires to be present in the lives of children and families, building trust and meaningful relationships through consistent care, encouragement, and discipleship.

The ideal candidate will not simply oversee ministry programs, but will be personally engaged in the spiritual and relational life of the children and families they serve. — someone who views it as an opportunity to love and disciple children, build relationships, support families, equip volunteers, and help build a church culture where kids can know and follow Jesus wholeheartedly.

### **We are seeking someone:**

- Who has a growing and vibrant personal relationship with Jesus Christ as Lord and Savior.
- Who believes the Bible is the inspired and trustworthy Word of God.
- Who can clearly and lovingly communicate the Gospel to children and families.
- Who naturally builds relationships with children, parents, volunteers, and church staff.
- Who has a heart for reaching unchurched families in our community.
- Who agrees with and supports the church's statement of faith, mission, and policies.
- Who models Christlike character, humility, integrity, and servant leadership.
- Who values teamwork, encouragement, and unity within the church body.
- Who is dependable, teachable, and able to support the ministry through healthy organization and communication.
- Who is CPR and First Aid certified (or willing to become certified).
- Who takes initiative in connecting with children and families.
- Who is approachable, relational, and engaged in the life of the church.
- Who desires to know children and families personally rather than simply manage ministry programs.

### **Ministry Responsibilities**

The Children's Ministry Director will provide spiritual leadership, encouragement, organization, and vision for the Children's Ministry from infancy through 5th grade. Responsibilities include:

**Spiritual Leadership and Discipleship:**

- Building Christ-centered relationships with children and families.
- Helping children grow in their understanding of the Gospel and their relationship with Jesus.
- Being visibly present, approachable, and engaged in the lives of children, parents, and volunteers.
- Praying for and spiritually encouraging children, families, and volunteers.
- Creating a ministry culture where children feel known, loved, safe, and valued.
- Supporting and encouraging parents as the primary spiritual influence in their child's life.

**Building Relationships:**

- Intentionally building relationships with children and parents.
- Taking initiative in connecting personally with families.
- Learning children's names, personalities, and spiritual needs.
- Following up with families in a warm, relational, and pastoral manner.
- Seeking opportunities to connect with children and families outside of formal ministry events when appropriate.

**Leading and Overseeing Ministry Areas:**

- Providing oversight and leadership for:
  - Sunday Morning Children's Classes
  - BLAST (Mid week opportunities)
  - Vacation Bible School (VBS)
  - Seasonal events and family activities
  - Additional children's ministry opportunities as they develop
  - Prayerfully evaluating and improving ministry programs as the Holy Spirit leads.

**Planning and Organization:**

- Organizing curriculum, supplies, communication, and ministry resources to support healthy and effective ministry environments.
- Maintaining ministry documents, communication, and promotional materials with the support and advisement of their supervisor.

**Team Development:**

- Shepherding, equipping, encouraging, and leading volunteer teams. The Children's Ministry Director is to develop a team of people to work with them and to meet with them on a regular basis.
- Working closely with staff and volunteers to maintain strong communication and teamwork.

- Assisting with cross-training so ministry needs are covered when team members are unavailable.

**Communication and Administration:**

- Attending staff meetings, Children's Ministry meetings, and monthly meetings with their supervisor.
- Working alongside their supervisor to develop and monitor short-term and long-term ministry goals.
- Providing a monthly ministry report.

**Ministry Environment:**

- Helping maintain clean, safe, and welcoming classroom environments.
- Overseeing weekly cleaning and disinfecting of the Route 66 and Fuel classrooms.
- Demonstrating faithful and dependable ministry presence while ensuring healthy ministry coverage when unavailable.

**Stewardship and Financial Oversight:**

The Children's Ministry Director will help steward the Children's Ministry budget responsibly and may approve expenditures up to \$300: BLAST, Kid's activities & VBS budget lines at his/her discretion. Anything over \$300 must have the Associate Minister's signature.

**Support Structure:**

The Director of Children's Ministry will report to and be under the supervision of the Associate Minister. Pastoral staff will make recommendations regarding the Children's Ministry Director hours and compensation on an annual basis. The Associate Minister will provide ongoing encouragement, guidance, and support in all aspects of the Children's Ministry Director's service.

**Accountability:**

The Children's Ministry Director will be retained by the Elders and Deacons of Faith Community Fellowship, who will consider the input of the Lead Pastor, and Associate Minister. Each month, the Children's Ministry Director will submit a report to leadership outlining their activities, which will be presented at the Deacon meetings. This report will highlight ministry efforts, progress toward goals, volunteer development, family engagement, and ongoing ministry needs. In collaboration with the Associate Minister, the Director will also develop yearly goals. The Associate Minister will conduct an annual review of the Director's performance and progress toward these goals. Additionally, the Children's Ministry Director will meet with the

Elders and/or Deacons as needed or requested. Should the ministry relationship conclude, Faith Community Fellowship requests two weeks' notice from the Children's Ministry Director whenever possible. Likewise, the church leadership will seek to provide reasonable notice and communication regarding ministry transitions. Success in this role is measured not simply by well-run programs, but by Christ-centered relationships, spiritual investment in children and families, healthy volunteer culture, and faithful Gospel ministry.”