



DIRECTOR OF CHILDREN'S MINISTRY

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. While also equipping and empowering volunteers to partner together in the work of children's ministry.

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 be personally engaged in the spiritual and relational life of children and families while also building, equipping, and empowering volunteer leaders who share in the work of ministry. Rather than carrying every responsibility alone, this person will cultivate healthy teams that create a welcoming, Christ-centered environment where children and families can flourish. — 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 is relational, approachable, and intentional about building meaningful relationships with children, families, volunteers, and the church body.
- 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 demonstrates strong organizational and communication skills and is dependable and

teachable.

- Who desires to know children and families personally rather than simply manage ministry programs.
- Who demonstrates the ability to recruit, equip, encourage, and develop volunteers and ministry leaders.
- Who can prioritize responsibilities wisely within a part-time schedule.
- Who thinks strategically about building sustainable ministry systems.
- Who is CPR and First Aid certified (or willing to become certified).
- Who is passionate about equipping others for ministry and understands that healthy ministry is built through shared leadership.

Ministry Responsibilities

The Children's Ministry Director provides spiritual leadership, vision, and organizational oversight for Faith Community Fellowship's Children's Ministry (birth through fifth grade). This individual equips volunteers, builds healthy ministry teams, and partners with families to create a Christ-centered environment where children can grow in their relationship with Jesus Christ.

Spiritual Leadership and Family Engagement

- Building Christ-centered relationships with children and families.
- Helping children grow in their understanding of the Gospel and their relationship with Jesus.
- Maintaining a visible, approachable, and encouraging presence among 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.
- 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.
- Cultivating meaningful relationships through consistent ministry presence and intentional follow-up.

Volunteer Leadership and Team Development

- Recruit, equip, encourage, and develop volunteer leaders.
- Build healthy ministry teams that share in the work of children's ministry.
- Delegate responsibilities appropriately while providing support and accountability.
- Regularly communicate vision, expectations, and encouragement to volunteers.
- Identify and mentor emerging leaders within the ministry.
- Work alongside church staff to foster unity and teamwork.
- Cross-train volunteers to ensure consistent ministry coverage.

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 ministry effectiveness and recommending improvements that support the mission and vision of the church.

Ministry Planning and Administration:

- 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.
- Coordinating volunteer schedules, curriculum, ministry resources, and communication to ensure effective ministry operations.

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.
- Communicate regularly with parents and volunteers regarding ministry events and opportunities.
- Each month, the Children's Ministry Director will submit a report to leadership outlining their activities, which will be presented at the Deacon meetings.

Ministry Environment:

- Helping maintain clean, safe, and welcoming classroom environments.
- Ensuring classrooms remain clean, safe, and well-maintained through the support of volunteers and ministry teams.
- 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. 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."