

Flossmoor Community Church

Children's Ministry Director

PRIMARY OBJECTIVE:

Provide loving community, transformative Christian education, and spiritual nurture for all children birth through grade five, cultivating a supportive, welcoming, and inclusive community of families within and beyond church.

PRIMARY RESPONSIBILITIES:

Overall

- Collaborate with ministry staff and Church Leadership to develop and cultivate overarching values and goals for Children's Ministry
- Provide a warm, safe, pastoral presence to children and their families
- Develop and manage the program budget with regular reporting of receipts
- Monitor and maintain all Children's Ministry supplies and spaces
- Ensure compliance with child-safe policies and practices
- Act as a resource and guide for parents in their role in at-home faith formation
- Effectively create, manage, and communicate the Children's Ministries calendar

Children's Worship

- Select and develop curriculum appropriate for Biblical and spiritual education to encourage growth consistent with FCC's mission and values
- Recruit, equip, train, organize, and support Children's Worship volunteers and teachers
- Provide for supervision and leadership of regularly scheduled Children's Worship

Special Programs

- Collaborate with ministry staff to create and coordinate meaningful milestone experiences and commemorations
- Collaborate with ministry staff to craft regular intergenerational experiences in worship
- Develop and host periodic experiences and events for community connection and development (fun, service, arts, camp, etc.)
- Provide for parent support and education based on community needs

Nursery/Childcare

- Recruit, train, and supervise the Nursery Staff, ensuring coverage and substitutes
- Schedule nursery care for all-church events when requested
- Ensure compliance with child-safe policies and practices

Ancillary Responsibilities:

- Be active in the life of the congregation and support staff efforts when possible
- Participate in staff meetings and all relevant retreats and planning meetings
- Attend Governing Board meetings as requested

Approved by Personnel Committee 6/14/2022

MISCELLANEOUS:

Characteristics

- Spiritually and relationally mature person with a passion for the spiritual nurture of children and families
- Creative and effective leader, teacher, planner, problem solver, and team builder
- Self-directed, dependable, organized, and administratively competent
- Ability to invite, inspire, and engage others in discovering and using gifts for Children's Ministry
- Understanding of, and experience with how children learn, discerning children's needs and abilities, and providing developmentally appropriate offerings
- Determination to grow in knowledge and understanding of children's and family ministries, remaining open to new and creative ideas for spiritual nurture
- Ability to nurture parental responsibility for faith development of their children
- Acts and communicates in a manner that facilitates authentic and mutually accountable relationships with co-workers, members of the congregation, and leadership

Support & Accountability

- Supervised and supported by the Executive Director of Church Ministries
- Receives at minimum annual reviews with EDCM in coordination with Senior Pastor
- Is accountable to the Governing Board through the Personnel Committee
- Ongoing professional development is supported and expected

This is a flexible, part-time, exempt, leadership position. Regular office hours and Sundays are expected.