



First Presbyterian Church
Tyler, Texas

FIRST PRESBYTERIAN CHURCH

230 W. RUSK ST. TYLER, TX 75701

DIRECTOR OF CHILDREN'S MINISTRIES – JOB DESCRIPTION

SEND RESUMES OR QUESTIONS TO KRISTIN HOYER, INTERIM DCM:
KHOYER@FPCTYLER.COM

Classification:

Part-time, 20-25 hours/week; salaried

Work Week:

Sunday mornings, and ordinarily 2 weekdays negotiated with Head of Staff. Occasional nights and weekends are required.

Reporting:

The Director of Children's Ministries reports directly to the Pastor/Head of Staff. The DCM works closely with the Associate Pastor – Student Ministries. The DCM will work within guidelines set by the Session.

Job Summary:

The Director of Children's Ministries will be open and inclusive, seeking to build relationships and foster an environment where children can learn to live out their faith. The DCM is responsible for all aspects of ministries with children ages six weeks through 5th grade, as well as their parents. This includes nursery care, childcare, children's Sunday school, training and resourcing of teachers and parents, and children's special events. The person must expect to be present before and during major church holidays, such as Christmas Eve and Easter. An understanding of reformed theology is required.

Key Responsibilities:

1. Recruit and train teachers and leaders for all aspects of Children's Ministries; complete background checks on those volunteers every other year.
2. Provide curriculum and resources for teachers and leaders
3. Provide assistance to teachers and leaders
4. Ensure appropriate staffing for the nursery

5. Be responsible for ensuring a clean, safe environment for the children on the church campus
6. Maintain an adequate Resource Room for the use of teachers and leaders
7. Create and produce the Christmas Pageant, Easter Eggstravaganza, Vacation Bible School (VBS) and Rally Day. Work with the Executive Assistant to schedule catered meals when appropriate, such as the luncheon following the Christmas Pageant, the buffet during Easter Eggstravaganza, the final day of VBS and Rally Day
8. Develop a budget to submit in April; follow the budget throughout the year by accounting for monies spent and line items for each expense

Key Skills:

1. Excellent computer skills including Microsoft Office (Word, Excel, PowerPoint, Outlook, Publisher and Realm)
2. Excellent written and oral communication skills
3. Ability to manage and prioritize tasks at any given time and always maintain a smile
4. Ability to supervise volunteers
5. Detail oriented

Personal Characteristics:

1. Even-tempered and patient
2. Cheerful and good-humored
3. Calm and level-headed
4. Able to understand and respect personal and professional boundaries
5. Able to maintain strict confidentiality and use discretion in personal conversations with respect to the church, its staff, and its members, both on and off campus
6. Able to work effectively and independently with a minimum of instruction
7. Excellent interpersonal skills
8. Trustworthy and honest
9. Resourceful

Education and Experience:

1. Bachelor's degree or equivalent in relevant experience required
2. Experience working with children and adults
3. Experience in Educational Administration

Salary and Benefits:

1. This position is part time approximately 20 hours per week. Salary will be negotiated with the Head(s) of Staff.
2. All other terms of employment are detailed in the Personnel Manual of FPC Tyler which will be provided.