

Fourth Presbyterian Church

Position Description

Position Title: Director of Children's Ministry

Department/Ministry: Children's Ministry

Status: (FT, exempt, salaried, 37.5 hours/week)

Reports to: Pastor of Ministries

Date Prepared: August 2025

Current Employee in Position: Jean Bronson

The following statements describe the general nature and level of work being performed. They are not intended as an exhaustive list of all responsibilities, duties and skills required in this position. Other duties may be assigned.

Purpose of Position

The Director of Children's Ministry provides overall leadership, vision, and direction for Children's Ministry at Fourth Presbyterian Church. The Director is responsible for all aspects of Children's Ministry, including managing staff and volunteers, overseeing budget, maintaining and updating curriculum, ensuring policies and procedures are in place and followed, and leading programs and events for children (infants through 5th grade). The position exists to help children know, love, and follow Jesus Christ, to help equip parents to disciple their children, and to foster a safe, engaging, and Christ-centered environment that aligns with the mission and theological convictions of Fourth Presbyterian Church.

Primary Responsibilities

- Develop and implement a balanced, age-appropriate program of Christian education, worship, fellowship, service, and outreach that is consistent with Scriptural truth and the overall vision of Fourth Presbyterian Church.
- Recruit, train, and support a team of staff, teachers, and leaders who teach the Gospel and model the love of Jesus to children.
- Equip parents with resources and support to shepherd their children's growth in their knowledge of Scripture and love for Jesus.
- Serve as the liaison between Children's Ministry and Fourth church staff, as well as serving as a representative of Fourth staff to parents.

Duties

- Children's Ministry Staff and Volunteers:
 - Supervise Children's Ministry staff. Meet regularly to coordinate plans and activities.
 - Recruit, train, and care for volunteer teachers and leaders.
 - Oversee Children's Ministry Committee. Meet quarterly to review and establish goals, policies, and programs.
 - Stay informed on best practices and current trends in children's ministry.



- **Operations:**
 - Oversee all Children’s Ministry programming, including, but not limited to, Sunday morning childcare and Sunday School classes, Cherub/Children’s Church, Fourth Night Kids Club, G3 program, and any ministry with a program for children.
 - Curriculum selection and implementation, including regular updates and reviews by teachers to ensure the curriculum is biblically sound and engaging.
 - Prepare and monitor annual Children’s Ministry budget and prepare Children’s Ministry’s contribution to Fourth’s Annual Report.
 - Oversee all aspects of Vacation Bible School program including, but not limited to, volunteer recruitment and training, curriculum selection and implementation, schedule, logistics, and budget.
 - Implement and update policies and procedures, including the Child and Youth Protection Policy.
 - Address any children’s safety, health, or discipline issues that arise during Children’s Ministry classes and events.
 - Oversee all special events including the Second Grade Bible presentation and reception, Family Advent Celebration, Family Christmas Eve service, and Palm Sunday Processional.
 - Manage Children’s Library operations in coordination with Media Center staff.
 - Manage the Memory Zone and end of year celebration.
 - Regularly evaluate ministry effectiveness and make recommendations for improvement.
- **Care/Support:**
 - Work alongside communications department to welcome and integrate new/visiting families and reach out to those who have been absent.
 - Cultivate parent involvement and engagement with Fourth church.
 - Provide resources for parents to support the Christian nurture of their children.
 - Prepare quarterly communication, 4thKidsConnector, and send to families.

Qualifications

- Compelled to see the Gospel planted and growing in the hearts and minds of the children God brings to Fourth with a commitment to reaching children and families for Christ.
- Currently a member in good standing or willing to become a member of Fourth Presbyterian Church.
- Excellent organizational and communication skills.
- Experience working with children and volunteers.
- Two years of management experience strongly preferred.
- Bachelor’s degree.

