

First Presbyterian Church  
Tupelo, Mississippi  
JOB DESCRIPTION

DIRECTOR OF CHILDREN'S MINISTRIES

**General Duties and Responsibilities:**

The Director of Children's Ministries (DCM) shall direct and coordinate a comprehensive ministry for children, preschool through fifth grade. The DCM would demonstrate a clear Christian commitment and model an obvious love for children, with knowledge about and sensitivity to developmental stages. The director will also assist parents in cultivating their children's faith at home, as well as supporting, training, and guiding children's ministry volunteers. This position would serve under the direction of the Senior Pastor and is accountable to the Session through the Administrative Committee and the Christian Education Committee.

**Specific Responsibilities:**

- Plan and coordinate an ongoing education program for children, both pre-school and elementary school-aged children
- Assist the Director of Christian Education and the chair of the Christian Education committee in the recruitment and training of teachers and leaders for Sunday School and Faithbuilders
- Assist with the planning and administration of Vacation Bible School. This will consist of the selection of resource materials (that focus on the Reformed tradition), recruitment of teachers, leaders and helpers, and advertising/communications
- Builds and refines a comprehensive long-term vision for ministry, and yearly scope and sequence for children's curriculum (that focus on the Reformed tradition); oversees the planning and implementation of all programming for children, including Sunday School and Wednesday Night
- Plans, coordinates, implements, and finds volunteers for the weekly WeeKirk program
- Plans, coordinates, implements, and teaches the twice-a-month KidKirk program that serves as the church's worship readiness program for our first to third graders
- Plans and coordinates at least quarterly events for children and families of children that focus on fellowship and/or service
- Communicate with families with children via a weekly or monthly email that highlights upcoming events and important information
- Meet with the Senior Pastor and others regularly to plan and implement the long-term vision of the church
- Other administrative duties, such as keeping the Sunday School rolls with the help of the Receptionist/Office Staff
- Other duties as assigned by the Senior Pastor

**Hours:**

This is a 15-hour-a-week position. The director will be expected to be on site for all Sunday activities, including being in charge of either doing or planning the Children's Message during both worship services. The director will also be expected to be at First Presbyterian Church during Wednesday night programs, coordinating with the Director of the Children's Choir on the implementation of the Wednesday Night Program. Other hours will vary depending on the Director's other life responsibilities, but that will include a weekly meeting with the Senior Pastor.

**Position Requirements:**

- A deep love and faith for the Triune God, Father, Son, and Holy Spirit
- A four-year college degree (preferably in education or a related field)
- A willingness to learn and teach the essential tenets of the Reformed faith and to emphasize God's love and grace in the teaching of our children
- Excellent interpersonal and teaching skills
- The ability to work compassionately with families and children
- A commitment to be at First Presbyterian on Sunday mornings, for evening/midweek programs, Christmas Eve, and other occasions where programs for children are offered
- Technologically proficient in Microsoft Office, Google Apps, and social media
- Must pass a thorough background check

**Compensation:**

Salary: \$16,000

Continuing Education Budget Available

As this position is part-time, there are no benefits.

This is a one-year position with the possibility of renewal.

*This position description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

**To Apply:**

Please send a Resume and Cover Letter to [pastor@firstprestupelo.org](mailto:pastor@firstprestupelo.org)