

**First Reformed Church
Children's Ministry Director
(Preschool - 5th grade)**

Job Description

HOURS: 20 hours a week paid position

QUALIFICATIONS:

1. Have a personal relationship with Jesus Christ.
2. Be a member in good standing.
3. Love for children and families
4. A desire to teach and mentor children with patience and an accepting heart.
5. Preferably have an educational background in education, Christian Ministries, Biblical Studies, or a related field.

PURPOSE OF POSITION:

First Reformed Church of Sully is seeking a paid staff member to oversee our Children's Ministry. The Children's ministry is a volunteer driven ministry that reflects the church's core values and works in partnership with parents to develop young disciples who are growing in knowledge and spiritual maturity. This includes encouraging and equipping parents to develop a Biblical worldview in their children. The Children's Ministry director should promote scripture memorization, prayer, and personal Bible reading as well as provide opportunities for ministry leadership, outreach to the community, and connection to mission field. This person should teach a Bible based curriculum and encourage a Biblical based life style among the children.

RESPONSIBLE TO:

Responsible to the Christian Education Committee, working directly under the supervision of the Senior Pastor. The position will be evaluated yearly.

JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

1. Is responsible for STARS Afterschool Ministry
2. Oversees the Children's Ministry from 3 year old through 5th grade. This includes but is not limited to:
 - a. Sunday school (including music)
 - b. Organize all classes and assign the teachers to each class.
 - c. Coordinate Children in Worship – schedule leaders, storytellers and parents
 - d. Schedule and participate in Children's messages
 - e. Find new teachers for God's Little Wonders (3 yrs. – K) and Faithseekers (1st – 5th grade) if one is needed. Teachers need to be approved the Christian Education Committee if not a Communicant member.
3. Meets with Education Committee at least 2 times per year.
4. Attends staff meetings.
5. Create strategy for reaching and assimilating new children and families.
6. Communicate consistently with parents as well as provide the tools they need for spiritual leadership.
7. Curriculum development.
8. Lead Bible Blessing presentation
9. Serve on Vacation Bible School steering committee
10. Monthly Newsletter article and maintain ministry section on website

11. Work with Youth Director

OTHER GENERAL EXPECTATIONS INCLUDE:

- Should always exhibit professionalism, demonstrated by: a well-groomed appearance, conscientious work ethic, be willing and able to work at a fast pace within a variety of settings and circumstances, with composure and flexibility.
- Should be ever conscious of the need for confidentiality.
- Should exercise discernment and wise judgment.
- Should be a person who gives extreme attention to details with an eye for excellence.
- Should be a self-starter, good at multi-tasking and prioritizing projects.
- Endorse and support the local church and her mission as well as the ministries of the worldwide work of the Church.
- Maintain personal spiritual development through Bible reading, prayer, and Christian community

First Reformed Church, Sully, Iowa

807 3rd St. PO Box 208

Sully, IA 50251

Email: frcsully@netins.net

APPLICATION FOR EMPLOYMENT of Children's Ministry Director

Today's Date _____

PERSONAL INFORMATION

Full Name: _____
(Last) (First) (Middle Initial)

Current Address: _____

Telephone: (____) _____

Cell Phone _____ Email Address _____

Position applying for: _____

JOB RELATED INFORMATION

Yes No Are you 21 years of age or older?
Yes No Are you a military veteran? If yes, dates of active duty? _____ to _____
Yes No Are you legally able to work in the US?
Yes No Have you been convicted of, plead guilty to, or plead no contest to any criminal charge other than a traffic violation? If yes, please explain: _____

An affirmative answer will not preclude consideration for employment; deferred sentences and judgments should be reported.

Yes No Can you travel as the job requires it?

EDUCATION

High School _____
City _____ State _____ Year graduated _____
College _____
City _____ State _____
Degree _____ Year graduated _____

Describe any special qualifications that you may have relating to the position applied for: _____

EMPLOYMENT HISTORY

Former Employment or work history (list employers, starting with the current or most recent.)

Employer _____
Address _____
Telephone _____ Contact supervisor _____
Dates of employment _____ to _____
Reason for Leaving _____
Job Duties _____

Employer _____
Address _____
Telephone _____ Contact Supervisor _____
Dates of employment _____ to _____
Job Duties _____

Employer _____
Address _____
Telephone _____ Contact Supervisor _____
Dates of employment _____ to _____
Job Duties _____

REFERENCES

Name _____
Address _____
Telephone _____

Name _____
Address _____
Telephone _____

Name _____
Address _____
Telephone _____

First Reformed Church, Sully, Iowa

To further understand your Christian commitment and qualifications for employment opportunities with First Reformed as Children's Ministry Director, we ask that you respond to the following.

1. Explain your Christian commitment:

2. Describe current church and community involvement:

3. List and explain strengths you would bring to this position (include how you work well with others):

Please complete this form along with a resume and return to the address above.

I certify the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application as may be necessary to arrive at an employment decision.

Signature: _____ Date: _____