Director of Children’s Ministries

Connect with God, Grow Together, and Be Transformed by the Holy Spirit

First Reformed is looking for a part-time Director of Children’s Ministries for the Children’s Ministries programs of our church. We are seeking an experienced person with a passion for their faith and a calling to train, teach, disciple, and nurture. This will be accomplished in part by developing spiritually and professionally the adult volunteers of our church to utilize their gifts in this area of ministry. The Director of Children’s Ministries must also support and implement the overall vision statement of First Reformed Church. The Children’s Ministry programs include children from infancy through 5th grade.

Weekly Hours:
This is a part-time position, 20 hours per week (1/2 time).

Compensation:
Based on experience

Responsibilities will include, but are not limited to:

• Member of the Education Team at First Reformed Church (FRC), functioning as the administrator of the Children’s Ministries programs. This will include recommending specific programs and policies to the team, delegating responsibilities, and reporting regularly the status of the Children’s Ministry programs.
• Engage in meaningful personal contacts with FRC children and their families on an individual basis.
• Responsible for the planning and coordination of the Children’s Ministry programs.
• Coordinate, plan, facilitate, and implement the Sunday School and Wednesday night programs.
• Recruit, train, and equip volunteer teachers and leaders.
• Provide mission work opportunities and experiences for the Children’s Ministry programs.

To apply, please submit a cover letter, resume, and a statement of faith to:

Executive Team
Attn: Dave Van Nieuwenhuyzen
First Reformed Church
4800 South Tomar Road
Sioux Falls, SD 57108

Or email (please submit to both):
dave@fiegenconstruction.com
office@firstreformedsfdsd.com
JOB DESCRIPTION

I. Job Status:
   1. Part-Time, approx. 20 hours per week (1/2 time).

II. Position Objectives:
   1. Provide leadership, coordination, and supervision for all Children’s Ministry programs, ages infant through 5th grade.
   2. Strengthen and expand the Children’s Ministry programs in coordination with the Education Covenant to the Congregation and through evaluation of curriculum, assessing goals, and providing oversight on the quality of programs.
   3. Actively recruit and train lay persons and volunteers to serve as teachers and leaders in the Children’s Ministry programs.
   4. Facilitate the Education Team by recommending specific programs, policies, and vision.
   5. Supportive of the church’s doctrinal statements, constitution, and vision.
   6. Communicate to the Elders and Consistory how best to achieve the vision of the church within the parameters of the Children’s Ministry programs.
   7. Expand in missional outreach within this faith community.

III. Ministry Areas of Responsibility:
   A. Work with and communicate closely with the Pastor of Education.
   B. Coordinate, provide supervision, establish goals and purpose for the following Children’s Ministry programs:
      1. Sunday School
      2. Early Childhood Education & Nursery
      3. Sunday Morning Children’s Worship Program (currently called Kidz Own Worship)
      4. Wednesday Night Children’s Program (currently called Kidz R.O.C. – Reaching Others for Christ)
      5. Library
      6. Vacation Bible School
      7. Kick-Off Sunday
      8. Sunday School Christmas Program
      9. Educational Outreach Events (i.e.: Block Party, simulcasts, movie nights, other events as required).
   C. Supervise the Education Team. Serve as the chairperson of the Education Team.
      Recommend specific programs and curriculum to the Team and establish vision and goals for the Team.
   D. Recruitment and training of teachers and leaders for all Children’s Ministry programs.
   E. Provide curriculum evaluation and suggest changes as needed to meet the vision and be consistent with the Educational Covenant of FRC.
F. Provide for the evaluation and improvement of the educational facilities by making the best use of classrooms and other educational spaces.
G. Promote and decorate the educational facilities with bulletin boards, posters, and other creative ideas to enhance learning opportunities.
H. Communicate to the congregation about Children’s Ministry programs and events.
I. Work with the Education Team to prepare and submit an annual budget to the Deacons for costs of educational programs and materials.

IV. Performance Standards Are Met When:
A. Working closely with and properly communicating with the Pastor of Education.
B. Children’s Ministry programs are properly coordinated, supervised, and all educational goals are met.
C. Supervision and facilitation of the Education Team is achieved.
D. Children’s Ministry programs have all teacher and leader positions filled and properly trained.
E. Curriculum is evaluated and coordinated with the Educational Covenant of FRC.
F. Educational facilities are properly used, maintained, and functioning appropriately for the Children’s Ministry programs.
G. Children’s Ministry programs and events are promoted to the congregation through the use of bulletin announcements, verbal communication from the pulpit on Sunday mornings, posters, etc.
H. Annual Education Budget is prepared and submitted to the Deacons.

V. Position is Accountable To:
1. Accountable to the Pastor of Education to ensure the Children’s Ministry programs are developed in accordance with the church’s comprehensive education plan and Education Covenant.
2. Accountable to the Pastor of Administration for implementation of the church’s Vision Statement.
3. Accountable to the Board of Elders for his/her life and doctrine.
4. Accountable to the Executive Team of Consistory for personnel issues (ie: hours of work, reimbursements, continuing education, etc.).
5. Accountable to the Consistory for all aspects of the Children’s Ministry programs.