



# BETHANY

PRESBYTERIAN CHURCH

## JOB DESCRIPTION

<b>Position</b>	Director of Children & Family Ministries
<b>Purpose</b>	The Director of Children & Family Ministries oversees the nurturing of Christian faith and long-term Christian formation in children - birth through fifth grade - at Bethany and in the Queen Anne community. She/he creates and monitors a safe, supportive, and loving environment for children and families to grow in their faith.
<b>Accountability</b>	The Director of Children & Family Ministries reports to and is responsible to the Head of Staff Pastor.
<b>Hours</b>	The job is full time
<b>Qualifications</b>	The position requires a personal commitment to Jesus Christ and openness to the direction of the Holy Spirit. This person has a heart for children, a mind for the families and teachers who care for them, and a soul contagiously dedicated to God. Having a background demonstrating flexibility and having a history of being a self-starter is helpful.

### Responsibilities

1. Spend regular time in personal Bible study and prayer, praying with others and preparing for ministry.
2. Use time to know the individual children, their families, and church school teachers by name as well as interests and life circumstances, and use relationship time to encourage and disciple them.
3. Meet regularly with, and pray with the elder(s) and Children's Ministries Leadership Team as well as individuals and groups ministering to the children of the church.
4. Help develop a vision within the congregation for Children's Ministries, to the end that children are fully involved in the life of the church (education, worship, outreach and fellowship). The Director is expected to evaluate structures and programs regularly to ensure that they are addressing the needs of children and are advancing ministry goals (examples include Families-In-Service ministry, Vacation Bible Camp, Christian Formation Milestone program, etc.). Create opportunities for families to serve together.

5. Identify lay persons who are gifted or interested in working with children, recruit them for service, and provide them with training, evaluation, appreciation and on-going support. Make sure ministry workers and volunteers understand and fulfill the requirements of Bethany's Policies applicable to those roles.
6. Identify and implement curricula and develop new education experiences, at times integrating the community as a resource. For older children, curricula should include experience in prayer, sacraments, liturgy, and outreach/service/vision.
7. Provide ideas, resources, and teaching for parents, and work with other staff and lay people to assist parents in understanding how to nurture the faith of their children. Keep Children & Family Ministries library stocked with great books and DVDs.
8. Be encouraging to Bethany staff during weekly Staff Team meetings.
9. Be an active participant in Session, and contribute to the broader Church through Presbytery and other opportunities as available.
10. Recruit, oversee, train, support, and evaluate Children's Ministries paid staff and summer interns.
11. Meet regularly with the Youth Director, and coordinate with the Middle School Coordinator, to ensure a smooth and healthy transition from children to youth programs, for both children and parents.
12. Provide pastoral care to families at critical benchmarks or events in the lives of their children. Work with Congregational Care to provide circles of support.
13. Provide ongoing support to families of children with special needs, and work to meet those needs in the context of Children & Family Ministries.
14. Follow up with families who are new to the church, and work with the New Member elder to create spaces for them to meet others and become assimilated.
15. Staff liaison with Little Friends Preschool (on-site, unaffiliated preschool) to ensure smooth working relationships that benefit everyone.
16. In conjunction with the Building Manager, and with an awareness of the urban setting of the church, assess building safety on an on-going basis and make recommendations to address any need for improvement.

**Relationships** The Director of Children & Family Ministries relates with all pastoral staff, works with children's ministry leaders, supervises part-time children's ministry staff, and is accountable to the Pastor, Head of Staff in the performance of her/his responsibilities.

**Evaluation** The Pastor, as Head of Staff will conduct performance reviews annually. The Personnel Committee and Session will annually review the adequacy of compensation.

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**To Apply for this position:** Please email your cover letter and resume to the Bethany Selection Committee at [bpcjobs@bethanypc.org](mailto:bpcjobs@bethanypc.org).