

Children's Ministry Director - Job Description

First Presbyterian Church of Burbank - Version 10.9.24

Reports to the Head of Staff and is accountable to the Session through the Christian Education Committee

Responsibilities and Time Investment Anticipated (15 hours per week)

1. Be an active participant in two ministry teams: the program staff and the CE Committee. (2.0 hours per week)
2. Develop children's curriculum in conjunction with pastoral staff. (1.0 hours per week)
3. Prepare and lead Sunday morning Children's ministry. (4.0 hours per week)
4. Collaborate with the Senior Pastor to develop and present Sunday Worship Kids' Messages. (1.0 hours per week)
5. Recruit and develop volunteers to work in children's ministry. (1.0 hour per week)
6. Reach out to current and new children and parents/guardians. (4.0 hours per week)
7. Plan and implement 3 special events each year, including Vacation Bible School. (2.0 hours per week)

Experience and Skills Needed

1. Love of Jesus Christ as Lord and Savior, seeking to follow him as a growing disciple.
2. Commitment to the nurture of healthy families, children, parents and local church.
3. Desire to help children and parents/guardians understand and experience following Jesus.
4. Computer technology to accomplish church communications and develop program resources.
5. Experience in church ministry with kids and parents/guardians.
6. Appropriate screening and validation by government agencies for working with children and youth.

Salary Parameters

1. Depending on experience and skills: \$25 to \$30 per hour.

Application Process

1. Send resumes to Interim Senior Pastor, Gareth Icenogle (Gareth@burbankpes.org).
2. Interviews with team of Pastors and Personnel and Christian Education Elders