

**Franconia Mennonite Church**  
Position Description (Presented March 3, 2019)

**Mission:** Led by the Holy Spirit, we are an Anabaptist congregation committed to following Jesus in all things, so that God's love flows through us to our community and the world.

**Title:** Director of Children's Ministry  
**Accountable to:** Church Board, Pastoral Team  
Discipling Ministry Team

**Summary:**

The Director of Children's Ministry provides overall leadership for all ministries involving children in church life (infant – grade 5) as well as in outreach to the surrounding community. The role includes providing oversight to existing ministries, resourcing parents and families in the nurturing of children, exploring ways to involve children in worship, and reaching out to children and families in our communities.

The Children's Ministry Director meets with the Pastoral Team (weekly) and Discipling Ministry Team (monthly), schedule permitting.

**Job Profile:**

The Director of Children's Ministry ideally calls for gifts or abilities in the following areas: leadership, equipping, discernment, shepherding, administration, encouragement, and teaching. This person must be able to both lead teams and work as a team member. The ideal candidate will be in touch with children – their world and culture – and be able to see life "through the eyes of a child." Finally, the Director should be a visionary who can create a sustainable children's ministry for our changing culture.

**Qualities, Gifts, and Experience:**

- Strong, vibrant, growing commitment to Jesus Christ
- Heartfelt passion to see children grow in faith and become fully devoted disciples of Jesus
- Committed to Anabaptist/Mennonite understandings of faith development for children
- Committed to the vision and mission of Franconia Mennonite Church
- Desire to nurture strong, healthy, vibrant relationships among family members
- Ability to think missionally
- Strong people skills; strong communication skills; strong organizational skills
- Strategic; self-starter; able to delegate
- Team-player with ability to work collaboratively with other staff, volunteers and Min Teams
- Ability to relate well and connect with children
- Ability to relate well with adults and train/equip them to engage in ministry
- Training and experience in the education and nurture of children
  - o Associates or Bachelor's preferred, or comparable experience

**Time Commitment:** 50%

## **Primary Duties and Responsibilities:**

*Note: the following represents a broad range of areas where the Director of Children's Ministry may give oversight. The degree to which the Director focuses on each of these areas will depend upon the specific gifts, skills, and calling of the person hired. We recognize that focused attention may not be given to all of these areas equally and that in a half-time role discernment (between Director of Children's Ministry, Pastors, Discipling Ministry Team, and Church Board) will be needed regarding how to prioritize these duties.*

### **A. Relating and connecting – with children**

- Provide spiritual care and nurture for children in cooperation with Pastoral Team
- Pay attention to the developmental milestones of children, and how to celebrate these events
- In coordination with Pastoral Team and Ministry Teams, think creatively in helping to “champion” ways for children to participate in the life of the congregation (i.e. in worship, community life, service, etc.).
- Bring the perspective and voice of children to the table and create more opportunities for children to use their gifts

### **B. Guiding and equipping – adults/volunteers**

- Mentor and develop potential leaders for various aspects of ministry to children
- Equip and empower volunteers who minister with children through periodic training and mentoring
- Encourage and equip parents to nurture the faith of their children
- Encourage and equip families to nurture and strengthen relationships with one another (i.e. parent-child, sibling, grandparent-grandchildren, etc.)

### **C. Leading and supporting – existing ministries**

- Work with the Christian Education Committee in recruiting and scheduling Sunday School teachers for children
- Work with Discipling Ministry Team and Christian Education Committee in selecting appropriate curriculum for children, which is consistent with Anabaptist beliefs and values
- Provide or arrange leadership for children's activities during Winter and Fall Bible Studies (four Wednesday nights in February, four Wednesday nights in October)
- Empower and maintain a strong connection with Sunday School, Vacation Bible School, Girls'/Boys' Clubs, and Nursery Committee and the volunteer leaders of each of these groups
- Work with Safety Committee, Christian Education Committee, and Office Administrator in promoting child safety policies

### **D. Learning and visioning – new possibilities**

- Study and understand the spiritual and other developmental needs of children within the church and in the greater community the church serves
- Think creatively about potential new ministries with children and families of Franconia Mennonite Church, and the local community