



## First Presbyterian Church of Arlington Heights

302 N. Dunton Ave., Arlington Heights, IL 60004  
847-255-5900 ● [firstpresah.org](http://firstpresah.org) ● [mail@firstpresah.org](mailto:mail@firstpresah.org)

Choose love. Be the light. Change the world.

**MEMO:** Director of Children's Ministries

**FROM:** First Presbyterian Church of Arlington Heights Children's Ministries Hiring Committee

First Presbyterian Church of Arlington Heights is seeking a Director of Children's Ministries to begin working no later than June 1 to overlap with the current Interim Director for training and transition. We are looking for a candidate who can take over our children's programming ongoing.

We are seeking someone who possesses a passion for teaching children (birth – 5<sup>th</sup> grade) how to live and love like Christians. Skills important to this job are enthusiasm, organization and a natural rapport with children and their parents.

Requirements include running the weekly Sunday School sessions and Kids Connect programming on Wednesday evenings during the school year. In the Summer, the Director will lead one week of Vacation Bible School and six sessions of the Loaves & Fishes Garden Summer Sunday School in coordination with other church staff and volunteers.

The position is part time (30 hours per week) and offers a salary of \$40,000 annually. Although some education in the area of Children's Ministries is helpful, we are open to non-seminary trained candidates who have extensive experience working with children. First Pres is a PC(USA) congregation and prefers candidates who align with PC(USA) theology. However, candidates who come from theologically similar mainline traditions are more than welcome to apply.

Specifically, we are affirming of the LGBTQ+ community and want a Director of Children's Ministries who can walk in lockstep with the children and members in our church who identify as such. We are also a congregation that cares about the promotion of racial justice equality and equity. Social justice is an important part of our children's curriculum, and we desire for our candidate to continue that tradition.

For more information on the responsibilities of this position, please see the attached job description. If you are interested in applying for the position, please e-mail your cover letter and resume to Mary Fino at [maryfino@firstpresah.org](mailto:maryfino@firstpresah.org). If you have any questions or are seeking more information about the position, please call 847-255-5900 and ask for Rev. Alex Lang.

Blessings,

Darah Landwehr

Chair, Children's Ministries Hiring Committee



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### Job Description

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**POSITION:** Director of Children's Ministries

**PURPOSE:** To provide leadership, vision and support for the Christian faith formation of children ages birth – 5<sup>th</sup> grade. Working in conjunction with the Children's Ministry Committee, the Director of Children's Ministries is responsible for designing and implementing educational programs on Sunday morning, midweek ministry, and special events that conform theologically with the PC(USA) denomination.

**ACCOUNTABILITY:** To the Session of the First Presbyterian Church of Arlington Heights, through its Personnel Committee, under the supervision and leadership of the Pastor, Head of Staff

**COMPENSATION:** \$40,000 (30hrs/week – no benefits)

**SUPERVISOR:** Pastor, Head of Staff

**ACCREDITATION:** Undergraduate Degree (Preferably in Education, Child Development, Children and Family Ministry) or relevant work experience

#### PRIMARY RESPONSIBILITIES:

1. Provide leadership for Sunday morning ministry for birth-grade 5. Lead the opening Gathering Time for elementary Sunday school.
2. Provide comprehensive, systematic and age-appropriate teaching material that will ensure biblical and theological literacy by either personally developing or researching and recommending curriculum for all children's programs.
3. Provide leadership and management for Children's Ministry volunteers including regular training, recruiting, encouragement, classroom management and conflict resolution.
4. Create opportunities for mission and outreach so that children develop an understanding of how to place their faith into practice.
5. Recruit volunteers to support birth-5<sup>th</sup> grade programming.
6. Plan and lead Kids Connect as part of Family Night (Wed.). Includes planning gym games and classroom activities.
7. Oversee ministry logistics and operations including: budget, supplies, attendance records and classroom furnishings.
8. Develop relationships with the parents of the children in the program.



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### **COMMITTEE RESPONSIBILITIES:**

1. Provide leadership and management for Children's Ministry Committee (CMC).
2. Review monthly agenda for CMC meeting as proposed by the CMC chair. Participate in monthly meetings, sharing in decision making, presenting program plans and receiving counsel from the committee.

### **SPECIAL PROGRAMS AND TRAININGS:**

1. Collaboratively direct and lead the Children's Christmas Pageant as part of the traditional Christmas Eve worship with Pastors and the Director of Music Programs.
2. Oversee all aspects of the weeklong Vacation Bible School program (Jul.) during the summer.
3. Lead or recruit volunteers for Summer Sunday School Loaves and Fishes Garden (twice per month in Jun., Jul. and Aug.).
4. Collaborate with volunteers to develop curriculum for weeklong MissionFactory summer tween program (Jul.)
5. Provide Safe Sanctuary training for volunteers. Work with Senior Administrative Assistant to ensure all Children's Ministries volunteers are trained and in compliance.

### **STAFF & WORSHIP RESPONSIBILITIES:**

1. Participate in First Pres staff and program meetings.
2. Follow and maintain all church policies and procedures.

### **PERSONAL & COMMUNITY RESPONSIBILITIES:**

1. Actively promote and champion children's ministries among the congregation.
2. Be a warm, friendly, and welcoming presence to all children and their families.
3. Communicate regularly with volunteers, committee leaders and parents using multiple communication methods tailored to audience and type of message.