



Future Director of Children and Family Ministries,

Thank you so much for taking a moment to see what Children's Ministry is about at First Presbyterian Church of Griffin and considering whether God is calling you to join us in revealing His Kingdom. I hope that you will pray about this position and take your next flourishing step by getting in touch with us and applying for the position.

I do not know why God may be leading you to us particularly, but I know that if He has placed the call upon your heart, it is because you are a person that cares for children, desires to see them grow, and clearly heard the directive of Jesus to allow the little children to come unto Him. If this is your heart and call, then we look forward to partnering with you in ministry and hearing from you soon.

Some things to know about our church family:

- We are Biblically grounded, Gospel transformed, Disciple growing, and Theologically reformed. Everything we do is shaped by those four distinctions, and we hope they resonate with you as well
- Our utmost desire in you joining us is that you are first and foremost committed to your own discipleship, spiritual growth, and relationship with Jesus. And we want to help you do that along the way. Your ministry flows from that.
- First Presbyterian is in a season of change and transformation. We are seeking where the Lord is leading us next and how we are to make Kingdom impact for the next generation.
- Finally, we are located in the city of Griffin, south of Atlanta, a family community removed from the dense traffic of our neighbors to the north.

Please now take the time to look at the description we have provided. Pray over it. Seek Jesus. Find out if First Presbyterian Church of Griffin is the place that God is calling you to, to lead and love and serve.

Grace and Peace,

A handwritten signature in black ink that reads "Austin Thomas". The signature is written in a cursive, flowing style.

Austin Thomas
Lead Pastor
First Presbyterian Church of Griffin



First Presbyterian

CHURCH OF GRIFFIN

Position: Director of Children and Family Ministries (DCFM)

Responsibilities

- Plan, lead, and facilitate a comprehensive Christian education program that provides a basis for biblical and theological enrichment for children ages infant through fifth grade
- Recruit, supervise, equip, and support paid staff and volunteers for Sunday morning programs and other roles and responsibilities to facilitate, strengthen, and grow the ministry.
- Meet regularly and work closely with the Children and Family Ministries Elder, Committee, and Pastor.
- Provide pastoral care to children and their families as needed (i.e., births, deaths, crisis, including conflict resolution, birthdays, and extended absences).
- Teach two to three Sundays a month. It is expected that the DCM attends worship at least one Sunday a month, both for the benefit of personal worship and the opportunity to connect with parents and other adults in the congregation.
- Gather and maintain resources/supplies/curriculum related to all events, classes, and children's ministries spaces.
- Plan and publish a calendar of events as well as other events as need arises or opportunity allows (e.g., family fellowship events, parent's night outs, movie outings, etc.)
- Assist with establishing and maintaining the Children and Family Ministry's budget.
- Create, implement, and monitor a safety plan to include (but are not limited to): check-in and out procedures for all events with children, safety exit plans, background checks, parent and emergency information, volunteer training, and infant/child CPR classes.
- Publicize program events to the congregation and community through creating program flyers, writing an article in the church's monthly newsletter, and ensuring the maintenance of the Children and Family Ministry's web page.

Terms

- **Accountability:** Director of Children and Family's Ministry works directly with the Pastor as head of staff in conjunction with the Children and Family's Ministry elder.
- **Hours and Salary:** 15-20 hours per week at \$18.00 per hour
- **Benefits:** There are no insurance or retirement plan benefits. A two-week vacation (e.g. 40 hours), which can be up to 5 Sundays off
- **Performance Reviews:** the initial review will be completed at 90 days and thereafter on an annual basis in concert with the salary review by the Personnel Committee with the Pastor and approved by Session.
- A background check must be conducted and passed.
- Employment with First Presbyterian Church is at will and may be terminated by either party with two weeks' notice (termination for cause will not require notice).

Applicants: Please send cover letter and resume to austin@fpcgriffin.org.