

# POSITION: DIRECTOR OF CHILDREN'S MINISTRY, FAIRFAX SITE

**Status:** Part-time, Non-Exempt

**Reports to:** Site Pastor, Fairfax

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## ABOUT US

The Capital Pres Family is one church with multiple locations: McLean Presbyterian Church and Capital Presbyterian Fairfax. We exist to glorify and enjoy God by making disciples who make a difference through grace-filled worship, community, and missions. We currently have two sites (McLean and Fairfax) and are looking to expand to a third site in Reston in 2022.

Our aim is to make disciples through three ministry areas: worship, community, and missions. While activity in each area does not equal discipleship, we are confident that these are the contexts needed for deep spiritual growth. In these contexts, we navigate the nuances of life in Christ together, and that's how we make disciples.

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## POSITION SUMMARY

The Director of Children's Ministry, Fairfax Site serves to enrich and deepen the spiritual life of our families and children by planning, organizing and executing grace-filled, gospel-centered Children's Ministry at our Fairfax site. This position is under the direction of the Fairfax Site Pastor, working in coordination with the Director of Children's Ministry, McLean.

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## ROLES AND RESPONSIBILITIES

- Oversee Children's Ministry (CM): work with key Directors at McLean in order to reproduce ministry at Fairfax site location.
- Set the vision for CM at the site:
  - Set vision, goals and yearly plan of implementation as needed in support of the overall CM vision and mission
- Recruit volunteers for Fairfax site CM:
  - Work within the church to recruit, train and shepherd CM volunteers
- Direct all areas of CM at site: Programs, Paid Staff, Communications, Policies, and Budget
  - *Programs/Events* - as per yearly CM and church-wide calendar
    - Weekly: Sunday mornings - Sunday School, Nursery/Childcare
    - Special Events - All CM and with other ministries as necessary
    - Special Camps: VBS, Church-wide Retreat
  - *Paid Staff* - Oversee paid CM workers on Sunday mornings, coordinate hours/pay with Finance as needed
  - *Communications* - In coordination with Communications Director & McLean CM Director, seek to keep current newsletters, the website, worship guide/flock notes, and family information for the Fairfax site

- *Policies* - Oversee compliance with the following policies and share policies as needed with McLean ministries:
  - Child Abuse Prevention Policies for all ministries working with children
  - Health (in coordination with Fairfax County Health Dept.), and injuries
  - Age limits for participation in programs
  - Guidance for children with special needs
- *Budget* - Plan and manage site CM budget in coordination with Site Pastor, Stewardship Committee, Director of Ministry Support and Director of Finance
- Provide support for parents
  - Establish rapport with parents of covenant children through presence at various weekly ministry events
  - Meet with parents on an individual basis as needed
  - Maintain parent resources that aid in the discipleship of families
  - Coordinate with Care and Discipleship teams to support/coordinate programs geared to current needs of parents and families as well as awareness and support of long and short-term care needs that affect our children and families.

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## POSITION REQUIREMENTS

- Sinner saved by grace; vibrant, growing, spirit-empowered relationship with God through Jesus Christ; Exemplary life as delineated in 1 Timothy 3 and Titus 1
- Humble and teachable leader that is committed to serving others
- A dual desire to serve the church and see others come to know Jesus
- Deep understanding and love for children with a desire to share the gospel with children and families; desire to effectively resource and disciple families within the congregation
- Ability to oversee volunteer staff
- Strong administrative and teaching skills
- Technical proficiency in Church Community Builder and related softwares
- Self-starter with good time management, flexible and adaptable
- Passionate about the vision and grace-driven philosophy of our church
- Agreement with and excitement about the basic principles of Reformed theology.
- Church Membership (a requirement but not a prerequisite)
- Embody and multiply church culture: a) *Focus*: We don't take ourselves too seriously; we do take Jesus and the work he's given us seriously; b) *Family*: We love our church family – and we want to love each other well; c) *Fun*: God rules and reigns so we can enjoy the ride

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## TO APPLY

Submit a cover letter and resume to Rob Yancey, Site Pastor, Fairfax ([rob@fairfaxpres.org](mailto:rob@fairfaxpres.org)).