

**FIRST PRESBYTERIAN CHURCH**  
**Greer, South Carolina**

**Director of Children's Programs (DCP)**  
**(Part-Time)**

The primary purpose of this position is to support the functions of the Faith Formation Team in the organization and implementation of faith development activities for children and their families, with focus on ages infant through Grade 5. The person in this position will work directly with other church staff and congregation members to fulfill the faith formation needs of our youngest members and their families. This staff person will be accountable to the Session through the Senior Pastor, the Faith Formation Team, and the Personnel/Administration Team. This position is part-time (20-25 hours/week), and compensation will include a competitive salary, along with commensurate vacation, study leave, and other paid time off.

*(NOTE: Though church-related education and/or work experience could be advantageous for this position, it is NOT required. As for any person in a new job, a learning curve is expected. Resources and staff at and beyond First Presbyterian Greer, including the Foothills Presbytery network of Christian educators, are available to provide professional guidance and support for the person in the DCP position. For details about requirements, see section below titled "Experience/Education/Skills".)*

**Specific responsibilities include but are not limited to the following:**

- ❖ Recruitment, vetting, training, and scheduling of volunteers for children's programming and care.
- ❖ Working with the Faith Formation Team to plan, implement, and oversee faith formation programming for ages infant through Grade 5, including, but not limited to:
  - Organization, supervision, and support for children's Sunday School, including help with selection of curriculum
  - Organization, supervision, and support for children's programs in addition to Sunday School including:
    - Sunday morning and other times when nursery is needed, specifically recruitment and supervision of paid and volunteer nursery staff
    - Enhancement and/or expansion of current children's programming that is scheduled separately from Sunday School for various age groups of children
    - Worship education, including children's participation in worship services
  - Summer Camp promotion, registration, etc.
  - Vacation Bible School
  - Parent education and family education as appropriate
  - Occasional teaching and other hands-on leadership, perhaps on a substitute, rotating, and/or special event basis
  - Other programming as deemed appropriate and desired
- ❖ Attend regular staff meetings and meetings of the Faith Formation Team and pertinent subcommittees.
- ❖ Assist long term planning for special services, programs, and seasons.

- ❖ Work, under the direction of the Faith Formation Team, to create and maintain a budget for children's ministry.
- ❖ Work with the Associate Pastor and others to coordinate children's programming with youth and adult programming.
- ❖ Participate in supervision of interns

**Experience/Education/Skills:** Though no education or work experience specific to church is required, the person in this position will carry out the work of the church with children, parents, and other members of the congregation and community and therefore must consistently represent the church in a professional and friendly manner.

Required-

- Strong commitment to the Christian faith, familiarity with the Presbyterian Church(USA) or other mainline denominations, and a desire to support the mission of the church
- Interest in working with people of all ages, but especially infants, toddlers, preschoolers, and elementary school age children and their families
- Education and/or experience in working with children
- Experience with/Expertise in faith formation curriculum and programming OR motivation to learn and gain expertise in faith formation curriculum and programming
- General skills in the areas of communication, collaboration, basic technology, and task organization
- Understanding the need for and ability to maintain confidentiality

Helpful-

- Knowledge of child development

Contact and/or submit resume/cover letter: [DCPSearch@fpcgreer.org](mailto:DCPSearch@fpcgreer.org)

