

# FIRST

reformed church

First Reformed Church, Grandville, Michigan is seeking qualified candidates to fill the position of Director of Children's Ministries. This position involves the administration of our congregation's ministry with children from birth through grade 5, and includes both program development and personal ministry development with the volunteer staff. For further details, please refer to the enclosed job description.

Interested candidates are asked to provide a personal letter of introduction and a current resume.

Questions regarding this position, and the introductory letter and resume, should be addressed to:

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First Reformed Church – Grandville, Michigan  
Director of Children’s Ministries  
February 2022  
Part-time, (25-30 hrs/week)

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## 1. Ministry Responsibilities

- a. Recruit, train, supervise and encourage volunteers for:
  - i. Children in Worship (Preschool and Kindergarten) and Sunday School (grades 1-5)
  - ii. Wednesday evening Family and Children’s Education program (grades K-5)
  - iii. Nursery
  - iv. Summer education program (Vacation Bible School or other)
- b. Be available during programs to greet children and parents and to encourage volunteers.
- c. Create innovative and engaging yearly programs, including lessons and special activities; select and purchase all curriculum.
- d. Integrate children with a multi-generational congregation.
- e. Maintain updated lists of children, families, and volunteers.
- f. Coordinate the organization and upkeep of the nursery including supplies, toy cleaning, bulletin boards, etc.
- g. Assist with the fall kickoff and other special services and events.
- h. Attend the following meetings:
  - i. Staff meetings
  - ii. Christian Education Council meetings
- i. Coordinate with the Children's Music Director.

## 2. Job Skills and Requirements

- a. Your direct supervisor is the Lead Pastor.
- b. Demonstrate a desire and ability to get to know and understand children and their families.
- c. Able to communicate effectively with children, parents, church leadership, and the congregation.
- d. Demonstrate strong organizational skills, with the ability to prioritize and manage multiple responsibilities.
- e. An understanding of and commitment to Reformed Theology.
- f. Invest in relationships with ministry leaders and volunteers.
- g. Be regularly available to staff, leaders, and parents through established office hours.
- h. Professional development is encouraged with funding available

3. Evaluation and Compensation

- a. This is a part-time salaried position, based on 25-30 hours per week, with a salary range of \$30,000 to \$35,000 per year. The salary is determined by the Personnel Council in keeping with RCA guidelines and standards.
- b. There are no benefits offered with this part-time position.
- c. An annual performance review will be conducted by the Lead Pastor by the last day of June each year.
- d. This position includes 3 weeks of vacation.