**First Presbyterian Church of Elizabeth**

Personnel Contract Form for Children’s Director

In keeping with principles and policies, we of First Presbyterian Church present the following guidelines for this position:

As our Children’s Director, the employee will be responsible for working with the pastor to manage all children efforts at our church. Primarily, they will be responsible for developing, leading, and managing the teaching and growth of children during worship hours. They will also be responsible for managing and growing the after school program at the church with the pastor. They will have room to develop, implement, and grow any other forms of children’s ministry at the church, as we hope to follow Christ in being a place of welcome, safety, and growth for all children in the local community.

This individual should have experience with children and a sense of call to this form of ministry. They will be required to have all background checks available and maintained.

Session and the personnel team expects the worship director to fulfill these duties with a minimum of 10 hours of work each week.

**Compensation: To be determined by Interview**

If at any time the employee needs to discuss matters pertaining to the work of this position, whether for vacation or retirement, the employee can contact the Head of Staff or the church office at 412-384-4360 or by email at fpcelizoffice@gmail.com.

Head of Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Treasurer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_