Position:	Director of Children's Ministries
FLSA status:	Exempt
Commitment:	Full-Time
Reports to:	Pastor for Discipleship
Compensation:	$80,000 (Depending on Experience)
Location:	San Francisco, 3 weekdays in-office (must reside within commuting distance)

WHY THIS ROLE?

At City Church, children aren't a program running alongside worship. They are full members of the community, and their questions shape our life together. We're looking for someone to lead that vision, not just staff a classroom. Here's why this role matters:

- **A real community of families.** About 50 children from birth through 5th grade, across three classes and a nursery.
- **You won't build alone.** A Children's Ministry Associate, paid nursery staff, and a committed volunteer team are already in place.
- **A seat at the table.** Our team table is inclusive of all staff; your perspective will help shape the strategic vision of the whole church.
- **Room to wonder.** We value play, curiosity, and children's theological questions over rote answers. You'll work with a rich, in-house, curriculum that reflects these values.
- **A congregation that welcomes doubt.** Our families hold a wide range of beliefs, and many are rediscovering faith for themselves as they raise their kids.

ABOUT CITY CHURCH

City Church San Francisco's vision is to be a Jesus-centered community, attuned to the activity of the Holy Spirit, so that we might courageously participate in God's work of transformative love throughout San Francisco. We seek to live into this vision by following Jesus with our heads, our hearts, and our hands. We pursue this vision and mission with a commitment to anti-racist values as we seek to introduce or reintroduce people to God and welcome folks right where they are, inclusive of age, race, marital status, sexual

orientation, gender identity, and stage of belief; to offer something sturdy, good, and joyful to the world that promotes God’s vision of wholeness of life for all.

OUR VISION FOR CHILDREN’S MINISTRY

We believe children are integral members of the church, and their faith and experiences are woven into its life. The Holy Spirit is at work in their lives now, not someday.

Our Director of Children's Ministries seeds, stewards, and nurtures the spiritual imaginations of children from birth through 5th grade, in ways that ensure safety and welcome. That means developmentally informed approaches: inviting children to know God's character through Bible stories and play, making space for wondering and questions, and welcoming them to bring their whole selves as they grow into a lifelong faith.

WHO WE’RE LOOKING FOR

You don't need a traditional children's ministry résumé. Some of the people we'd most love to hear from are classroom teachers, early childhood educators, Montessori guides, and Godly Play practitioners who want their work to have a spiritual home. You are likely someone who:

- Delights in children's spiritual imaginations and honors their big questions, while caring deeply about teaching the stories of scripture.
- Someone who tends their own faith, drawing nourishment from the life and teachings of Jesus and the story of God's liberating love across generations.
- Trusts that the Holy Spirit is at work in children, in their bodies and their lives, from the moment they are born.
- Can walk alongside families with diverse theological perspectives while staying anchored in City Church's commitments.
- Understands the particular joys and challenges of raising children in a city.
- Is a sturdy protector of children's dignity and safety.
- Is exceptionally organized, collaborative, and a natural community builder.
- Preference for someone who lives in the city. It is important our staff live in the city they serve.

WHAT YOU'LL DO

SPIRITUAL FORMATION OF CHILDREN (20%)

1. Design and lead age-appropriate formation for three classes and the nursery, Lead and continue developing our in-house curriculum and faith formation research.
2. Offer prayer and blessing to children, including during communion, and help them welcome one another into the family of faith.
3. Mark children's milestones with small acts of care, such as birthday notes and back-to-school blessings.
4. Provide seasonal resources so families can practice faith together at home.

VOLUNTEERS AND STAFF (20%)

1. Recruit, train, encourage, and appreciate a dependable team of long-term volunteers.
2. Supervise the Children's Ministry Associate and nursery staff, including annual reviews.
3. Ensure everyone serving with children is background-checked and trained in child safety.

SUNDAY MORNINGS (20%)

1. Lead the volunteer check-in and oversee a safe, orderly, welcoming experience for children and families.
2. Greet new families and connect with regulars.
3. Coordinate classroom space and supplies with the Director of Operations.

FAMILY SUPPORT AND COMMUNICATION (20%)

1. Communicate regularly with parents, offering resources, updates, and guidance on faith-informed parenting.
2. Host community events such as the annual family camping trip and harvest festival, plus two parent education events a year.
3. Connect families with one another and coordinate practical care, such as meal trains.
4. Maintain an accurate family database.

ADMINISTRATION (15%)

1. Steward the Children's Ministry budget.
2. Manage nursery staff timesheets and scheduling.

COLLABORATION (5%)

1. Represent children's voices in staff planning and contribute to the church's strategic vision.
2. Partner with colleagues on shared projects like youth ministry, worship arts, and Service Sunday.
3. Help identify gifts in the congregation that could strengthen children's ministry.

QUALIFICATIONS

Education and Experience

- At least 5 years of experience working with children. Ideal background in children's ministry or education.
- Experience supervising paid staff or leading a team of adults
- Bachelor's degree preferred
- A grounded, examined faith, with several years of active participation in a Christian community
- Clear background check

WHAT A WEEK LOOKS LIKE

- **Sundays:** On site most Sunday mornings, roughly 8:30 am – 1:00 pm.
- **Weekdays:** Planning, family communication, and staff meetings, with one weekday off to balance Sunday work. Weekly meeting with Pastor for Discipleship and staff teamwork (monthly staff meetings, book discussions, deep dives, annual staff retreat).
- **Events:** About 4-6 evening or weekend family events a year, including the camping trip and harvest festival.

COMPENSATION AND BENEFITS

- Salary: $70,000-$80,000, depending on experience
- Health, dental, and vision insurance that includes dependents
- Retirement contribution through the Reformed Benefits Association

- Annual professional development budget
- 2 weeks paid vacation
- 1 month sabbatical every 7 years of service

TO APPLY

Submit the following materials to office@citychurchsf.org :

1) Resume, CV, or Ministerial Information Form
2) Cover letter that includes responses to the following:
    - Describe your sense of call to work with children. What impact do you hope to make in their lives?
    - What is a core truth about God you want children to know?
    - Tell us about a time a child surprised you with a spiritual or big-picture question. How did you respond?
    - How does your experience connect with the qualifications above?

We review applications on a rolling basis and hope to welcome our new director by summer 2027. Questions are welcome. Reach out to office@citychurchsf.org anytime.