



**Job Title: Program Director for Children**

**Reports to:** Associate Pastor

**Status:** Part-time (15 hours/week) | Up to \$25,000/year

**Location:** Washington, DC

**General Description**

The Program Director for Children will serve as the outward facing presence of First Baptist Church (FBC) for children and their families. Primary responsibilities will be to lead and nurture the faith formation of our youngest members, from infants through fifth grade. This role is responsible for developing and overseeing a dynamic, age-appropriate curriculum; planning engaging events for children and families; recruiting, empowering, and supporting volunteers; and building strong, caring relationships with children and their parents. The position of Program Director for Children is defined by this document as approved by The First Baptist Church of the City of Washington D.C. This is a part-time position based at the church, reporting to the Associate Pastor.

**Duties and Responsibilities**

• **Faith Formation & Curriculum Development**

- With guidance of pastoral staff, design, implement, and oversee a comprehensive, spiritually enriching curriculum for children from infants through fifth grade.
- Teach Sunday morning children's gatherings on a regular basis and other discussion-based learning opportunities.
- Ensure curriculum is engaging, inclusive, and rooted in the mission, values, and theology of the church.
- Collaborate with church staff and leadership to integrate children's ministry into the life of the congregation, including participating in monthly staff meetings when possible and routine check-ins with the Associate Pastor.

• **Events & Programming**

- Provide an enthusiastic, welcoming presence for children and parents who attend FBC, especially newcomers.
- Plan and lead creative and meaningful programs, seasonal events, service opportunities, and family-friendly gatherings. While Sunday morning activities are primary, seasonal gatherings will usually be at times other than Sundays. Historically, these have included summer camps, day outings, and lock-ins.
- Coordinate childcare and programming for special church services and events as needed.

• **Staff and Volunteer Management**

- Supervise Nursery and Early Childhood Coordinator and paid nursery staff and volunteers.
- Recruit, train, support, and appreciate a team of staff and volunteers to lead and assist with programs and weekly classes.
- Work with children's ministry staff and volunteers to ensure that Sunday morning nursery and children's programs are appropriately staffed.
- Ensure all volunteers meet safety and background check requirements.

• **Parent and Family Engagement**

- Know the names of all children and their parents and pray for them regularly.
- Keep a regularly updated, accurate directory of all children and parents.

- Communicate regularly with parents about programs, curriculum, and opportunities for family participation.
- Provide resources and encouragement for faith practices at home.
- Foster a welcoming and inclusive environment for all families.

**Essential Job Qualifications:**

- Demonstrated passion for children's spiritual formation and creativity in program development.
- Undergraduate degree required; Master's degree in education, theology, or a related field preferred.
- Experience in children's ministry, education, or a related field preferred.
- Excellent leadership, organizational, communication, and interpersonal skills.
- Ability to work independently with minimal supervision.
- Ability to recruit, train, and inspire volunteers.
- Background check and reference check required before hiring.
- CPR/First Aid certification preferred (or willingness to obtain).
- Familiarity with or willingness to learn FBC's mission, values, and theological vision.

**Working Conditions:**

- Must be available on Sundays from 9:00 am – 1:00 pm and for special events that occur on evenings/weekends. Some overnight activities may be included such as summer camp and lock-ins.
- Must be able to lift/move materials and supplies as needed.
- Must be able to use contemporary information and communication technologies, especially those connected to church database management.

**Compensation and hours:**

- Compensation for this position is up to \$25,000/year based on education, certification, and experience.
- The position requires approximately 15 hours per week, and is hybrid – some work on-site and some remotely.

**Application Process**

Please submit a digital application via email to [children@firstbaptistdc.org](mailto:children@firstbaptistdc.org). The application should include one PDF file that includes a cover letter, resumé, references, and any supplemental materials that highlight your work and experience. Review of applications will begin immediately, and continue until the position is filled.

**About First Baptist**

Thomas Jefferson was President and Washington D.C. was but a village of a few thousand people when, in July 1801, Baptist Christians gathered for the first time in in the U.S. Treasury Building. In March of 1802, six laypeople and four ministers established this church in a private home. From that time, First Baptist Church has worshiped and served in the heart of the nation's capital.

The congregation has worshiped God in five buildings on four sites in the District of Columbia, including what is now Ford's Theater (where President Lincoln was assassinated). The congregation moved to its current location (16th & O Streets, NW) in 1890. The first worship service in the present sanctuary took place on Christmas Day 1955. In the early 1800s Luther Rice, a member here, used First Baptist as home base during his national travels organizing mission support among Baptists. With the support of our first pastor, Obadiah Brown, Rice led Baptists in founding Columbian College, now George Washington University.

Since 1845, First Baptist has served as a link between major national Baptist bodies. FBC partners with the Alliance of Baptists, American Baptist Churches in the U.S.A., Cooperative Baptist Fellowship, the Baptist World Alliance and the District of Columbia Baptist Convention.

First Baptist welcomes all people into the life of the church. We are grateful to God for the diversity in our congregation of ethnicity, race, citizenship, gender, sexual orientation, age, physical and mental ability, faith background, economic status, political persuasion, education and life experience.