

FIRST FRIENDS DIRECTOR PROFILE

First Friends is a mom's day out program of First Evangelical Free Church in Wichita, KS for children from one-year-old to preschool age. We are committed to the Great Commission, to make disciples of Jesus Christ locally and through cross-cultural missions. We place a high priority on God's Word and are gospel-centered in all we do, including our ministry to children.

We have a rich heritage of teaching the faith and forming children in the gospel of Jesus Christ. We are looking for a First Friends Director who can continue and build upon this tradition. We seek someone who is a maturing disciple of Jesus Christ, grounded in the Bible, with strong relational and team building skills, strategic leadership and organizational abilities, and early childhood experience. This position is part-time, averaging 15-20 hours per week.

Requirements

Maturing Disciple

- A person who is worthy of respect, a maturing disciple as expressed in the Ministry Map.
- A person of good character and reputation, full of the Spirit and wisdom.
- A person who is a faithful member of First Evangelical Free Church.

Marked by Love

- Love for God: marked by love for the Word, prayer, and obedience.
- Love for the body: marked by unity, service, and submission to the authority of the church.
- Love for the lost: marked by prayer for, relationships with, and evangelism of unbelievers.
- Love for children and a passion for them to know and love God.

Able to Lead

- Collaborate in making decisions and establishing strategies to align the program with the mission of the church.
- Equip others to do ministry and to understand how their role complements the church's disciple-making endeavor.
- Communicate clearly in speech and writing in a way that connects with their audience.
- Hospitable, welcoming people in the church and outside of the church.
- Self-starter, internally motivated to advance the mission of the church.
- A life-long learner, teachable, and humble.
- Relational, with strong interpersonal skills and able to connect with a wide range of people.
- Self-aware and aware of the people around them.

Aligned with First Free's Mission and Vision

- In full agreement with the EFCA Statement of Faith as explained in *Evangelical Convictions*.
- Committed to the mission and ministry philosophy of First Free as expressed in the Ministry Map.

Responsibilities

Children's Program

- Exhibit a broad understanding of the program and curriculum and help First Friends staff implement it to its full effectiveness.
- Develop and evaluate goals for ministry to achieve the mission of First Free.
- Oversee the daily operation of the First Friends program, creating an atmosphere where children grow in their knowledge of and love for God and his Word and are guided and supported in developmental learning.
- Incorporate early childhood best practices related to health and safety standards.
- Develop a calendar and daily schedule of activities that include Bible lesson, music, gym time, and rest time along with activities planned by the classroom leaders.
- Oversee registration and classroom assignments of children.
- Oversee the use of building and other resources, integrating with the needs of other ministries who share the space.

Staff and Strategy

- Oversee the hiring and equipping of qualified staff in accordance with First Free's child protection protocols.
- Work with the Administrative Assistant to develop and oversee the budget and all program operating needs.
- Collaborate with the Children's Ministries Director and other members of the Children's Ministry Team to ensure an effective and mission-oriented ministry.
- Engage in monthly Children's Ministry Team meetings and all staff meetings.

Children and Parents

- Develop pathways for a meaningful partnership between families and the church for the purpose of discipling children.
- Cultivate relationships with children and their parents addressing classroom issues and parent concerns as needed.
- Effectively and graciously communicate with staff and parents. Communication outside of program hours is necessary.

Whole Church Responsibilities

- Participate in church life by regularly attending worship services and Members Meetings.
- Perform other ministry functions as assigned.

Line of Authority

- Report to Children's Ministries Director.