

# Director of Children's Ministry

## Point Loma Community Presbyterian Church

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### Our Vision

*Loving Everyone to LIFE with Everything we Have*

### Our Mission

*Through authentic community we seek to Experience Jesus, Strengthen the Church, Journey into Deeper Faith, and Transform our World.*

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### POSITION DESCRIPTION

Title: Director of Children's Ministry (Nursery-5th grade)

Reports to: Senior Pastor

Supervises: Volunteers, Children's Ministry Assistant, MOPS Coordinator; Journey Leader

Classification: Full-time, 40 hours a week, non-exempt

Salary: \$47,000/year

### MAJOR PURPOSE AND SCOPE

The role of the *Director of Children's Ministry* is to develop and sustain a relational ministry for children (nursery through 5<sup>th</sup> grade) and their parents to grow as disciples of Christ within the context of PLCPC's broader vision and mission.

### JOB DESCRIPTION

Vision and Ministry Development:

1. Create an environment for transformative ministry to children and their families where children are encouraged to be active in the life of the church through caring relationships, teaching, and experiences.
2. Recruit, develop, motivate, and retain volunteer staff.
3. Develop, oversee, and run a comprehensive program for children which currently includes: Sunday morning Kid's Café Worship Service, Bible Memory Class, mid-week afterschool and evening programs (Kids Club and Journey), VBS, Red Brick Christmas Celebration, Easter Fest, Forest Home Winter camp, Family Camp, community building activities for families, and other outreach events.
4. Oversee programs and/or activities for kids during major church holidays/events (i.e. Easter, Ash Wednesday, Christmas, etc).
5. Identify and implement a curriculum of faith-building for children to deepen faith, which teaches PC(USA) doctrine and compassion for the community and the world.
6. Oversee and manage an annual Vacation Bible School (VBS) program.
7. Supervise several part-time Children's Ministry staff including a Mothers of Preschoolers (MOPS) Coordinator (10 hours/week), Journey Leader (5 hours/week), and Children's Ministry Assistant (15 hours/week)
8. Work directly with the Preschool Director to help build a bridge between the Preschool and the church by encouraging the participation of Preschool children and families into all aspects of PLCPC life.
9. Pray for wisdom and vision, intercede for persons involved in children's ministry, and develop a prayer team who will do the same.
10. Seek to discern God's vision for children's ministry, translate this vision into tangible goals and programs, and communicate this vision to church leaders and members.
11. Work with the Director of Youth Ministry to transition kids into the Junior High ministry smoothly.
12. Work with the Director of Online Ministry to incorporate Children's Ministry online.

#### Administrative and Community Duties:

1. Contribute to all-church communications such as our weekly e-blast, monthly *Spire* and the church website, [pointlomachurch.org](http://pointlomachurch.org).
2. Provide monthly newsletter to families.
3. Create an annual calendar of Children's Ministry programs and events that coordinate with the church and the liturgical calendar.
4. Develop and oversee a promotion plan in collaboration with our Communications Coordinator.
5. Reach out personally to PLCPC church children, their families, and their friends beyond the church walls by attending community, school and family events when possible.
6. Oversee administrative tasks such as, but not limited to, mailings, database entry, permission slips for all participants in the children's program.
7. Maintain expense control and reporting in administration of the Children's Ministry operating budget.
8. Organize and implement children's fundraisers in collaboration with the Children's Ministry Committee.
9. Attend continuing education seminars and conferences pertaining to children's ministry and Christian education.

#### Accountability and Evaluation:

1. Reports directly to Senior Pastor
2. Inform pastors, assigned Elder, Children's Ministry Committee, staff, and congregation of concerns and ministry needs, through but not limited to:
  - a. Monthly meeting with Associate Pastor
  - b. Weekly church staff meetings.
  - c. Monthly meeting with assigned Elder of Children's Ministry Committee and/or Children's Ministry Committee
3. Participate with all ministry staff in team building exercises when necessary.
4. Performance and terms of employment are reviewed by the Senior Pastor and Personnel Committee after the first 90 days and annually thereafter.
5. PLCPC adheres to the California Mandated Reporting policy in which teachers and other children's work professionals are required to report to Child Protective Services any evidence of child abuse, with specific protections and immunities; training is provided.

### QUALIFICATIONS

#### Character:

1. Must be a committed disciple of the Lord Jesus Christ, with personal maturity in leading and serving others in a Christian lifestyle consistent with the PC(USA) Book of Order.
2. Have a sense of calling to the education and spiritual development of children and possess a charisma and style that attracts both children and their parents.
3. Have a strong commitment to own personal spiritual, physical, and emotional well-being and development.
4. Have a strong commitment to servant leadership, working well independently, as well as, part of a team.
5. Have a strong commitment to diverse perspectives, experiences and backgrounds and utilize the strength they bring to our church; are eager to nurture and support children from a wide variety of backgrounds.

#### Experience/ Education:

1. Bachelor's Degree in relevant field (i.e. Education), and/or certificate in Christian Education
2. Scriptural knowledge, theological competency, and knowledge of and adherence to PC(USA) doctrine.
3. Two to four years of experience working with children, group leadership, and team building with strong skills in administration, communication, and organization of church programs.
4. Technical skills in computer use, to include but not limited to, Word, PowerPoint, Excel, graphics, and communication through electronic and social media (Facebook, text, email, Constant Contact, etc.)

**Interested parties please submit a cover letter and resume to: [children@pointlomachurch.org](mailto:children@pointlomachurch.org)**