



DIRECTOR OF CHILDREN'S MINISTRIES

Pinewood Presbyterian Church of the North Florida Presbytery

www.pinewoodpca.org

198 Knight Boxx Road Middleburg, FL 32003

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POSITION AND MINISTRY DESCRIPTION

Pinewood PCA is a growing gospel-centered church in the Jacksonville area. Pinewood has a long history of excellent children's ministry that values a love for children, creativity, and ingenuity. We are looking for a leader who can invigorate this ministry with creative energy, thoughtful organization, and gospel focus.

GENERAL DESCRIPTION

- For the glory of God, to develop, oversee and implement excellent ministries for children from birth to 5th grade
- Through hands on ministry and oversight, create an environment of discipleship, accountability and community among the children encouraging them to Love God, Love One Another, Love the Church and Love the World
- Oversee nursery and children's ministry staff
- Provide leadership and ministry where assigned
- Full-time salaried, position

ACCOUNTABILITY

- Reports directly to the Pastor of Family Ministries

MINIMUM QUALIFICATIONS

- College degree, children's focus or education preferred
- A passion for ministry to children
- Practical experience in children's ministry
- Knowledge of reformed theology and a clear understanding of the centrality of the gospel
- Strong Administrative skills
- Proven aptitude in recruiting, developing, and organizing teams of volunteers
- Ability to oversee, encourage and manage paid ministry staff
- Capacity to work in a team or independently
- Ability to embrace and communicate the vision, purpose and values of Pinewood Presbyterian Church
- Live as becomes a follower of Jesus Christ who seeks to live out gospel implications

PRIMARY RESPONSIBILITIES

- *General Responsibilities*
 1. Recruit and give oversight to the Children's Ministry Team
 2. Guiding Children's Ministry Team in annual vision casting and calendar preparation for the children's ministry. This will need to be communicated to the Session through the Pastor of Family Ministries.
 3. Assist the pastors in training parents and guardians in gospel-centered child raising skills through life-on-life counseling, discipleship, workshops and materials
 4. Provide general oversight of and support to nursery programs, Nursery Director, and nursery staff
- *Sunday Morning Programs*
 1. Provide oversight and leadership to the full time Nursery/Pre-K worship Director in the creation, development and implementation of Truth Trackers, a gospel-driven worship time for children ages 3 years to kindergarten
 2. Provide direct oversight and leadership in the creation, development and implementation of Children's Church, a gospel-driven worship time for children grades 1st-3rd and for 4th -5th grades
 3. Provide oversight and leadership to the Sunday School Director in the creation, development and implementation of a gospel-driven Sunday School for kindergarten through 5th grade

4. Oversee the recruitment, training of staff leaders and volunteers to implement these programs
 5. Develop, acquire, and evaluate Sunday School curriculum
- *Sunday Night Program*
 1. Provide oversight and leadership in the creation, development and implementation of a gospel-driven Sunday night Kids Connection program
 2. Recruit, train and oversee leaders and volunteers for the implementation of Kid's Connection
 3. Develop, acquire, and evaluate all curriculum and materials utilized
 - *Special Events*
 1. Provide oversight and leadership in the creation, development and implementation of a gospel-driven yearly Vacation Bible School
 2. Provide oversight and leadership for two Communicants Classes each year for 5th grade children.
 3. Provide oversight and leadership in the creation, development and implementation of Special Events as determined and schedule in conjunction with the Children's Ministry Team and approved by the Pastor of Family Ministries and Session
 4. Recruit, train and oversee leaders and volunteers for the implementation of Special Events
 5. Develop, acquire, and evaluate Special Events curriculum
 - *SafeCare Oversight*
 1. Maintain a safe and nurturing environment (spiritual, emotional, and physical) for children by implementing SafeCare
 2. Attend meeting of the the SafeCare committee as a member.
 3. Present SafeCare Teen training seminars for student volunteers and staff as needed.
 4. Provide oversight and leadership to the Administrative Assistant in the management and implementation of SafeCare policies, training, and approval.

WORK SCHEDULE

- Approximately 40-50 hours per week
- Weekly Staff Meeting
- Monthly Meeting with the Pastor of Families Ministries
- Lead and Participate in Children's Ministry Team Meetings
- Weekly children's and nursery staff meetings
- Weekly preparation for programs and events
- Weekly leadership presence during programs
- Administration, communication, and execution of all aspects children's ministry

COMPENSATION PACKAGE

- As determined by the Session of Pinewood Presbyterian Church, a competitive salary and benefits package commensurate with experience will be provided.

OBJECTIVES

- To be determined by the Senior Pastor, Session, Pastor of Family Ministries, and Appropriate Ministry Teams
- Objectives and their fulfillment to be reviewed regularly with the Pastor of Family Ministries

To apply, please send a copy of your Ministerial Data Form (MDF) or Resume to:
 Russell Jeffares, Pastor of Family Ministries
russell.jeffares@pinewoodpca.org
 198 Knight Boxx Road Middleburg, FL 32068

All applications will be kept in the strictest confidence.

THE PURPOSE AND MISSION OF PINWOOD PRESBYTERIAN CHURCH

Seeking to glorify God and enjoy Him forever, Pinewood Presbyterian Church desires to fulfill the Great Commandment and the Great Commission by growing mature and equipped followers of Jesus Christ who

Love God, Love One Another, Love the Church and Love the World.