



**CHILDREN'S MINISTRY DIRECTOR**  
**Ponte Vedra Presbyterian Church**  
Job Description

**Job Title:** Children's Ministry Director  
**Department:** Family Ministry  
**Reports To:** Director of Family Ministries

**Staff Level:** Ministerial Staff  
**Work Status:** Part time or Exempt w/Benefits

**BASIC PERSONAL RESPONSIBILITIES**

Above all, to grow closer to Jesus Christ personally. Through a daily quiet time with the Lord, seek to keep Jesus Christ as the priority of your life, realizing that prayer, Bible study and Christian fellowship are essential to growing in God's will each day. Keep family in right position of priorities, even before the work of the church. Support the Senior Pastor, Pastor of Family Ministries, elders, and all other church staff in the work of the ministry. This will call for flexibility, patience, and a spirit of teamwork.

**JOB SUMMARY**

Ponte Vedra Presbyterian (PCA) is a growing gospel-centered church in Ponte Vedra Beach, Florida (North East Florida, south of Jacksonville, FL.). PVPC has a long history of excellent children's ministry that values a love for children, creativity, and ingenuity. The *CHILDREN'S MINISTRY DIRECTOR* will be responsible for providing spiritual leadership for the PVPC children (grades K-5) while building meaningful relationships with their families. The CMD will work with a children's ministry team to develop, plan, and execute programming that will reach the children and parents of the PV community as well as the communities surrounding PVPC. This individual will minister to children and their families to ensure a relational-based program that is dynamic, gospel-driven and focused on our core ministry philosophy of "AWAKE (Up-reach/worship), BECOME (In-reach/discipleship), SHARE (Out-reach/evangelism)."

**RESPONSIBILITIES:**

1. **CURRICULUM/WEEKLY PROGRAMMING: "AWAKE":** The Gospel changes lives!
  - A. Weekly planning and researching/developing creative teaching components/illustrations
  - B. Provide personal ministry and communication to all ministry participants through personal contact, regular meetings, along with publications and promotional materials
  - C. Assure provision of needed teaching resources materials for teachers
2. **DISCIPLESHIP: "BECOME":** Helping Children and Families Become "Gospel Pacesetters"
  - A. Personal Bible Study for proper personal spiritual development and wellbeing.
  - B. Weekly attend a Small Group for the purpose of being fed.
  - C. Recruit: Seek opportunities for parents and children (when possible) to serve in the children's ministry.
  - D. Study and prepare for weekly teaching opportunities

- E. Plan, recruit, prepare, and execute special events (such as VBS) throughout the year that will give children a special opportunity to promote:
  - 1. A faith that grows. (Biblical literacy, challenging Bible studies)
  - 2. A faith that shows. (a life that reflects faith in Christ, i.e. fruit)
  - 3. A faith that goes. (Faith that leads the individual to take the TRUTH into the world, i.e. Gospel Pacesetter)
- 3. **RELATIONAL INTERACTION: “SHARE”:** “They don’t care how much you know until they know how much you care.”
  - A. Weekly connect with parents for the purpose of building bridges between PVPC Children’s Ministry and their homes.
  - B. Consistently attend worship at PVPC for the purpose of personal growth and building relationships with children, their families, and the ministry team.
  - C. Attend Family Ministry Team Meetings as well as All Staff Meetings for the purpose of sharing what God is doing in the ministry and to show support for the overall mission of the church.
  - D. Work with the Children’s Ministry Team to Plan and execute programming that will connect with families such as (but not limited to) Parent’s Night Out, Movie Nights, etc.
- 4. **COMMUNICATIONS:**
  - A. Work with children’s ministry team to utilize every avenue possible to communicate what is going on in Children’s Ministry as well as celebrations of successes over what God is doing.
  - B. Help gather and maintain children’s ministry contact info for the purpose of keeping the church databases via ConstantContact up to date.
  - C. Ensure that leaders comply with Covenant Care guidelines.

**REQUIREMENTS**

- 1. Member of PVPC
- 2. Regular meeting and planning with Children’s Ministry Team
- 3. Participate each week in weekday and Sunday programming
- 4. Attend and assist (when needed) retreats and special events
- 5. Worship at PVPC consistently
- 6. Bachelor’s degree or equivalent preferred
- 7. A passion and calling for relational ministry to children and their families from Kindergarden to grades 1-5
- 8. Previous proven experience in children’s ministry
- 9. Encourage others to take ownership of ministry
- 10. Ability to converse with parents on the aspects of the program and their children
- 11. Must have strong leadership skills
- 12. Spiritual maturity
- 13. Healthy sense of humor; ability to laugh and smile; patience; TEAM PLAYER