

**Position Title: Part-time Children's Ministry Director**

Reports to: Sr. Pastor

Contact: [cdoe@pacificcrossroads.org](mailto:cdoe@pacificcrossroads.org)

To apply, please send a cover letter, a résumé, and a quick summary of your spiritual journey to: [cdoe@pacificcrossroads.org](mailto:cdoe@pacificcrossroads.org)

**Principal Function**

Responsible for all aspects of Children's Ministry.

**Specific Responsibilities\_**

Manage Children's Ministry Volunteers

- Manage Children's Ministry volunteer staff, including: recruiting, screening, training and caring for volunteers. Ensure all CM activities and classes are properly staffed with screened volunteers.
- Conduct all safety screenings with volunteers.

**Operations:**

- Manage and oversee Sunday curriculum
- Ensure all safety and security regulations are up to date and in place, utilizing best practices.
- Create a child-centered, fun, safe, and attractive and age appropriate environment where children are excited to attend church and invite friends.
- Oversee all Special Events Children's Programming, including, but not limited to Christmas party, Easter Sunday, Special Children's worship performances, Family Fun events, etc.
- Oversee the annual Budget and General Administration

**Advocacy / Liaison / Care**

- Work with the Σρ. Πάστορ to support the following:
- Care for families and help connect families with each other
- Identify opportunities to welcome and integrate new/visiting families
- Cultivate parents committees and volunteer opportunities
- Provide resources for parents (books, conferences, seminars)