Position Title: Part-time Children’s Ministry Director  
Reports to: Sr. Pastor

Contact: cdoe@pacificcrossroads.org

To apply, please send a cover letter, a résumé, and a quick summary of your spiritual journey to: 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 Sr. Pastor 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)