PACIFIC CROSSROADS CHURCH

LEADERSHIP POSITION DESCRIPTION

Position Title: Director of PCC Children
Reports to: Director of PCC Family
Date Prepared: February 2018

Principal Function
Responsible for all aspects of Pacific Crossroads Children's Ministry.

To recruit, train, support and care for a team of teachers and leaders who will model the love of Jesus so that children may come to a saving knowledge of Him. Ensure children know and understand how much God loves them and as a result will love and follow him. Equip parents to shepherd their children's spiritual formation.

Specific Responsibilities

Manage Children's Ministry Staff

- Manage all Children's Ministry paid full-time and part-time staff, including:
  - Developing job descriptions and recruiting qualified individuals for the CM staff;
  - Oversee the safety screening process for all new CM staff;
  - Communicate job responsibilities and expectations to CM staff;
  - Create opportunities for professional development for CM staff;
  - Encourage and care for the CM staff and connect the staff to other care resources as needed
- Manage all Children's Ministry volunteer staff, including:
  - Recruiting volunteers
    - Developing clear job descriptions for all volunteer positions
    - Create systematic recruiting process and structure
    - Create opportunities and events to meet/recruit new teachers
  - Screening volunteers
    - Oversee all aspects of PCC's Volunteer Screening Process for all Children's Ministry staff and volunteers.
  - Training volunteers
    - Implement quarterly teacher training including:
      - Creative, active and dynamic ways to teach children
      - Train teachers on how to best utilize and teach curriculum
      - Train on how to build strong relationships with children and parents
Caring for volunteers
  - Nurture spiritual health of teachers by:
    - Creating sense of community and ownership for all teachers
    - Create social events to encourage and grow relationships
    - Create space for spiritual dialogue and growth
    - Implement prayer as an integral part of serving in CM
    - Communicate with teachers on a regular basis in regards to events on calendar, weekly updates and needs, training, etc.

Operations:
  - Budget and General Administration
    - Prepare annual Children's Ministry budget
    - Manage any children's safety, health, or discipline issues that arise on Sundays.
  - Curriculum
    - Manage all aspects of curriculum selection
    - Regularly review curriculum for each age group and recommend changes as necessary.
    - Research for appropriate and best curriculum and resources for ministry and families throughout the year.
  - Programming
    - 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.

Advocacy / Liaison / Care
  - Work with the Director of Family Ministry 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)

Other Responsibilities
  - Maintain a vital and growing personal walk with the Lord through committed Bible Study, prayer and meditation.
  - Be a member of Pacific Crossroads Church, or plan to become one within 3 months of employment.
  - Adhere to all policies in the Employee Handbook.
Because of the confidential nature of individual membership records, background checks, and much of the correspondence of staff, it is absolutely essential that the Ministry Support Staff respect this confidence.

- Position will be expected to work from 8am-1pm on Sunday mornings at Santa Monica High School and 4-7pm on Sunday evenings at St. John’s.

Please send your resume and cover letter to sdeblasio@pacificcrossroads.org