

# **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 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](mailto:sdeblasio@pacificcrossroads.org)**