

## PCPC Job Description

<b>Job Title</b> Ministry Leader of Elementary (OPEN)	<b>Job Family</b> Ministry Leader	<b>Department</b> Children's Ministry	<b>Ministry Area</b> Family Ministry
<b>Reports To</b> Director of Children's Ministry (Austin Ariail)	<b>Classification</b> Program / Administrative	<b>Exempt Status</b> Exempt	<b>Date</b> 5-26-2021
<b>PCPC Mission</b> To extend the transforming presence of the Kingdom of our Lord Jesus Christ in Dallas and to the world.			
<b>PCPC Five Statements of Identity</b> <ul style="list-style-type: none"> <li>• We long to worship God together.</li> <li>• We know and live the Word of God.</li> <li>• We pray bold and dependent prayers.</li> <li>• We tell stories of rescue.</li> <li>• We long to change the world.</li> </ul>			
<b>General Job Family Descriptor</b> Single ministry oversight. Establish strategy, determine direction, and set objectives with guidance from the Director of Children's Ministry; responsible for outcomes. Usually teaches Bible studies and/or Sunday school classes; mentors, equips, and disciples. Provides staff and/or volunteer leadership and accountability; usually recruits and trains volunteers.  The employee's primary duty is the performance of office or non-manual work directly related to the management or general ministry operations of the church or church membership; and the employee's primary duty includes the exercise of discretion and independent judgment with respect to matters of significance.			
<b>Purpose of Job</b> Coordinate the Elementary Ministry as an integral part of the overall Children's Ministry. Partner with parents and adult leaders to coordinate a healthy, gospel-centered ministry to disciple elementary-age children in their relationship with Christ. Develop and oversee programs (both Sunday morning and non-Sunday morning) that will nurture their spiritual growth and equip them to be life-long followers of Jesus Christ. Commit to building effective teams of passionate adults (parents and non-parents) who will put the vision of the Elementary Ministry into action. Communicate important information to parents and volunteers that concern the Elementary Ministry. Participate with the Kids Ministry Team in the overall communication to families. Assist in the development of new Elementary programs and events that are in alignment with PCPC Family Ministry values and vision. Build relationships with elementary families and elementary volunteers through contact work. Perform all PCPC work to the glory of God.			
<b>Key Job Responsibilities</b> <p><b>A. Abide in Christ</b></p> <ul style="list-style-type: none"> <li>• Dependent, abiding relationship with Christ personally expressed through the Five Statements of Identity</li> <li>• Attend Sunday morning worship at PCPC</li> <li>• Active participation in the PCPC community outside of job (i.e., small group or Bible study)</li> </ul> <p><b>B. Elementary Program Coordination &amp; Ministry (40%)</b></p> <ul style="list-style-type: none"> <li>• Plan and implement dynamic elementary-age programs and events for children to know, love, obey, and serve God.</li> <li>• Ensure inviting, stimulating, and safe teaching areas for program activities.</li> <li>• Provide tools and resources to the families of elementary-age children for use at home.</li> <li>• Assist in the oversight of elementary-age curriculum and teaching material.</li> <li>• Coordinate and lead Elementary Ministry volunteer teams for Sunday and non-Sunday programs.</li> <li>• Collaborate on design and implementation of Zest Quest.</li> <li>• Be very active and present at Elementary programs and to welcome visitors, assist volunteers, and minister to parents and children.</li> <li>• Assist in the development of new programs or events with the Children's Ministry Team, which includes but not limited to monthly activities, seasonal family events, and Midweek programming.</li> </ul> <p><b>C. Program Leadership and Development (30%)</b></p> <ul style="list-style-type: none"> <li>• Leverage individual work effort to fully integrate with the Children's and Family Ministry goals with the Director of Children's Ministry</li> </ul>			

- Align Elementary Ministry’s outcomes with PCPC’s vision
- Meet regularly with the Director of Children’s Ministry to discuss and evaluate the ministry.
- Help create intentional times for growth for volunteers through prayer and community.
- Be intentional and strategic with volunteers as it pertains to the volunteer cycle (identify, recruit, train, retain, celebrate, and assess).
- Establish training schedule/program for volunteers regarding safety, curriculum, logistics, and effective age-appropriate tools, methods for teaching, and learning.
- Participate in the planning, preparation, and implementation of VBS.
- Fully comply and advocate Ministry Safe policies and goals.
- Oversee workflow, quality and quantity of work, including supplies, crafts, nametags, database updates.
- Provide effective, timely, and regular communication to those serving in the Elementary Ministry.
- Collaborate with Children’s Ministry staff to develop spiritual map for families and children coming through ministry that is in alignment with PCPC Family Ministry values and vision.

**D. Parents and Children (25%)**

- Build meaningful relationships with families.
- Regularly communicate to parents the goals and objectives of the elementary-age programs.
- Develop and build relationships with parents and elementary-age children to facilitate spiritual growth, parent training, and resourcing.
- Serve as “connector” with elementary-age children and parents; encourage Worship Service connection.
- Provide tools and resources to the families of elementary-age children for use at home.

**F. Administration & Financial (5%)**

- Review Ministry Safe and PCPC security policies and procedures annually for elementary-age children; discuss any recommendations and/or changes with the Director of Children’s Ministry; revise accordingly
- Practice good stewardship of resources; be aware of financial program needs.
- Provide input regarding elementary-age programs for the Elementary Ministry budget.
- Work with the Director of Children’s Ministry to create and manage Elementary Ministry budget.

**Education and Experience**

College degree required. Three years minimum experience in Children’s Ministry on a church staff or equivalent is preferred. Seminary degree from a biblical, reformed background preferred, but not required. Elementary education or adolescent development background is acceptable as well. Preferably possess the gift of teaching. PCPC membership required upon acceptance of position.

**Job Complexity**

- Participate in the development and implementation of the Children’s Ministry
- Must love children and long to see them know Christ; must love God’s Word
- Solid listening skills
- Emotionally healthy person with proven relational gifts and ability to gracefully deal with conflict
- Develop personal leadership style; assist in training and development of Elementary Ministry volunteers
- Needs to be technologically savvy (particularly with ProPresenter, Mac products, etc.)
- Must be willing to try and fail, and try again
- Needs to be attentive to detail, able to multi-task, take initiative, and pursue excellence
- Must adhere to and affirm the Westminster Confession of Faith

**Work Environment**

- Work is based on relationships and needs of Children’s Ministry
- Normal office hours with some out-of-office time determined by Director of Children’s Ministry (40 hrs/wk)
- Highly relational and people intensive
- Christ-centered