New Life Presbyterian Church of Orange County (PCA)

CHILDREN’S MINISTRY DIRECTOR

Job Description

**Summary:** Provide spiritual, logistical, and relational leadership for New Life Pres’s children’s ministry (ages: nursery-5th grade)

**Job Type:** half time, 25 hours/week

**General**
- Create a grace-filled, enthusiastic learning environment
- Serve as a welcoming presence for regular and new parents and their children
- Work with Pastor and session to form practical strategies based on New Life Pres’s vision and philosophy of ministry

**Weekly Responsibilities**
- Coordinate logistics of children’s ministry service and Sunday school (including but not limited to songs, slide presentations, substitute teachers, etc.)
- Prepare and present a short devotional for children’s service
- Work with administrator to prepare weekly Sunday school materials

**Administration & Communication**
- Recruit and schedule Sunday volunteers each quarter
- Order and distribute curriculum materials each quarter (or as needed)
- Facilitate weekly communication with parents regarding lesson/activities
- Serve as communication “hub” between Pastor/session, Parents, and Members
- Maintain and re-order basic teacher/lesson related supplies
- Maintain class rosters and updated directory
- Review and implement child protection policies/practices
- Participate in staff meetings

**Supervision, Teaching & Training**
- Provide oversight of all class teachers/assistants
- Perform periodic review of curriculum effectiveness with input from teachers and parents
- Provide oversight for 11:45 KM bible study teacher as needed
- Provide oversight for nursery coordinator and/or volunteers for both 10AM and 12PM service
- Create systems for traffic/flow, ensuring that ministry space is safe, organized, effective; direct support staff and volunteers in setting up of rooms
- Prepare/teach lesson as a substitute when needed
- Lead adult training/equipping meetings; routinely encourage teachers and members/volunteers

**Parent/Family Liaison**
- Develop supportive, collaborative relationships with parents of children
• Coordinate with pastor and session when parent support, child development, and discipline needs arise
• Provide necessary support to families to assist in the spiritual nurture of children at home

Special Events
• Plan, coordinate, and implement special events for Children’s ministry (VBS, Trunk or Treat, Easter, etc.)
• Plan and implement childcare/activities for church-wide events as needed

Qualifications
• Prior experience with local church children’s ministries required
• Degree from an accredited Seminary with strong convictions for reformed theology and ministry
• Strong leadership and interpersonal communication skills with adults and children; personable demeanor and relational style
• Strong administrative, organizational, and problem-solving skills
• Flexible, able to adapt quickly within a growing (i.e., changing) church environment
• Embraces and is able to articulate New Life Pres’s vision, particularly as it relates to children’s ministry
• Background check required; experience in infant/child CPR certification preferred;

Hours: 25 hours/week
Pay: Available upon request
Start date: Immediate

Please send a cover letter, resume, and contact info for two references to hr@newlifepres.org