

*Park Cities Presbyterian Church exists to extend the transforming presence  
of the Kingdom of the Lord Jesus Christ in Dallas and to the world.*

PCPC's Mission Statement

**Job Title:** Coordinator for Children's and Family Ministries  
**Name:** OPEN  
**Date:** March 9, 2023

**Purpose of Role** – The Coordinator of Children's and Family Ministries is to exercise his or her gifts to the glory of God to support the overall mission of PCPC. Key role in partnering with the Senior Director of Family Ministries, Children's Ministry Staff, and PCPC Staff, as well as PCPC lay leadership to fulfill God's calling to the vision to Connect to Christ and one other, to Abide in Christ, and Extend Christ to the world.

**Alignment with Mission and Vision** – The Coordinator serves as an extension of the Senior Director of Family Ministries (SDFM) in her character, roles, and responsibilities; assists in the leadership and execution of the mission and vision of PCPC's Family Ministries. The Coordinator is the strategic point person for all of Children's Ministry (CM) resources, managing the flow of information, requests, and activities as an integral member of the CM team.

**Key Job Responsibilities**

**Abide in Christ** – Maintain growing, dependent relationship with Christ resting in Him to accomplish all He desires and for His glory.

***Coordinator for Family Ministries – 50%***

**Meeting Coordination and Management** – Assist with managing SDFM's time, coordination of meetings, meeting communication, and managing calendar as needed. Assist in overall administration and preparation for ministry meetings; assist in the preparation of agendas, minutes, and other documentation; regularly attend meetings to take minutes and manage follow-up items as needed.

**Communication** – Represent SDFM in various forms of verbal and written communication including phone calls and emails. Ensure timely responses to all requests.

**Administrative Assistance** – Assist with credit card reconciliations and approvals, time off approvals, membership database reports, spreadsheets, planning documents, and managing to-do lists. Serve as liaison between SDFM and staff, membership, lay leaders, etc.

***Coordinator for Children's Ministry – 50%***

**Data Management**

- Maintain and update data for Children's Ministry (CM) in Ministry Platform as needed.
  - Update contact information for families, both member and visitor
  - Track and report attendance
  - Create rosters for CM's Sunday Morning classes and weekly bible studies
- Generate database statistics/reports required to support CM's goals and objectives.
- Coordinate Visitor enrollment and placement.
- Once a year, coordinate Promotion Sunday from a data standpoint, update rosters.
- Collaborate with Children's Ministry Leaders on all Special Events logistics.

- Manage Master Calendar for all CM programming
- Create needed registrations in Ministry Platform
- Manage Espace for all facility needs

### **Communications**

- Oversee all Children’s Ministry communications, including Family Ministries Newsletter, PCPC Kids Menu (annual publication), and editing Zest Quest.
- Liaison between CM and Shawn Davis, Director of Communications
  - Meet regularly to collaborate on Children’s Ministry event communication needs.

### **Safety & Security**

- Assist SDFM in creating safety and security training for staff and volunteers.
- Assist Children’s Ministry Leaders in tracking/ensuring that their volunteers are current on safety requirements and trainings (Ministry Safe) and are cleared for ministry service.

### **Budget**

- Prepare, monitor, and maintain all Children’s Ministry budgets and expenses.

### **Sunday Morning CM Team**

- Work collaboratively alongside CM team to love and care for our families and their children.
- Lead CM team on training and assisting our welcome desk volunteers.
- Able to trouble shoot complications with technology (computers and nametag printers).
- Able to cover responsibilities when Ministry Leaders are on vacation.

**Training & Experience** – Bachelor’s Degree preferred; proficient understanding of Microsoft Office; five years related work experience or the equivalent; PCPC membership required.

**Work Environment** – Normal office and church environment. Standard office hours (8:00 am – 5:00 pm with one-hour lunch) Monday – Thursday. Friday is a four-hour workday with Sunday also being a four-hour workday. The schedule will include requests to assist with special events after normal working hours (VBS Thursday night, quarterly Family events, etc.).

### **Required Skills**

- Strong contributor to healthy staff culture; valuable team member and servant leader
- Engaging and highly relational
- Exceptional administrative, organizational, and execution skills
- Excellent verbal and written communication skills
- Strategic thinker with ability to give attention to details and next steps
- Must take initiative and be able to work independently and collaboratively
- Flexible; adapts to a variety of requests with a positive mindset
- Professional, dependable
- Effective ambassador for Senior Director of Family Ministries

### **Additional Information**

**Department:** Family Ministries

**Job Family:** Coordinator

**Supervisor:** Senior Director of Family Ministries, Katherine Steinbrueck