

**Downtown Presbyterian Church**  
**Job Description: Children's Ministry Director (Full-time)**

**POSITION SUMMARY:**

Reporting to the Assistant Pastor of Youth and Families, the DPC Children's Ministry Director will oversee the planning and executing of all aspects of the Downtown Presbyterian Children's Ministry.

**DPC SNAPSHOT:**

Downtown Presbyterian Church (PCA) is an 19-year-old church in downtown Greenville with an average attendance of 850 people with a vision to see every avenue of downtown Greenville connected with the good news and loved well. Current full-time staff: Senior Pastor, Assistant Pastor, Assistant Pastor, Assistant Pastor of Youth and Families, Music Director, Executive for Church Leadership, Youth Director, and Assistant Youth Director. Current part-time staff: Children's Ministry Director, Nursery Director, Women's Ministry Director, Communications Director, Church Life Administrator, Church Building Administrator, and HR & Accounting Director.

**PERSONAL CHARACTERISTICS:**

- Minimum Education level is a Bachelor's Degree.
- Must have or acquire PCA Children's Ministry Certificate within three years of start date. Leadership experience with a history of impact on others.
- Effective verbal and written communication skills with children and parents.
- Demonstrable competence in teaching children, discipleship, and performing administrative tasks common to children's ministry.
- Willingness to embody the philosophy of ministry of Downtown Presbyterian Church.
- Zeal for sharing the love of Jesus Christ and the gospel of grace through word and deed both with those within the church and those outside the church.
- Preferred but not required: Experience with Special Needs Ministry and/or Adoption and Foster Care Ministry.

**RESPONSIBILITIES**

- Implement and continuously improve a Children's Ministry strategy.
- Recruit and train volunteers (teachers and coordinators) for Children's Church, Sunday School, Nursery, and other children's ministry events.
- Plan and execute Children's Church weekly and K-5 Sunday School weekly during the school year, and oversee the planning and execution of weekly Nursery.
  - Ensure each class has teachers and volunteers.
  - Share materials with teachers.
  - Maintain a teaching schedule.
  - Ensure classrooms have all necessary supplies and are arranged properly.
  - Ensure that every child, regardless of ability or maturity, is able to participate in DPC's Children's Ministry.

- Based on previous management experience, provide direct oversight of a part-time Nursery Director and any other staff dedicated to children's ministry.
- Provide a safe, secure, and loving environment for the children under our care, with particular attention to any children with special needs.
- Equip parents by regularly providing resources for them and meeting with them as necessary.
- Maintain Children's Ministry records, including the following:
  - Sunday School class roles
  - List of children who are communicants
  - List of children who are participating in Children's Church, and those participating in the worship service
- Oversee production of the children's bulletin.
- Facilitate and encourage integration of children into broader church life through service and events.
- Teach Children's Church and K-5 Sunday School as needed.
- Meet regularly with the Assistant Pastor of Youth and Families for reporting, oversight and care, and share any shepherding concerns from the Children's Ministry.
- Provide a once-yearly report of the Children's Ministry in person to the Session and participate in DPC Adoption and Foster Care and Special Needs Committees.

#### **HOURS AND SCHEDULE:**

40 hours per week

Monday to Thursday and Sunday, with occasional work on Fridays and Saturdays

Work days and hours may vary, depending on special circumstances and events

#### **SALARY AND BENEFITS:**

Salary to be determined based on the candidate's qualifications and experience.

3 weeks of paid vacation

Applications should be submitted to Chandler Machemehl at [cmachemehl@downtownpres.org](mailto:cmachemehl@downtownpres.org)