

## PCPC Job Description

*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:** Director of Children's Ministry

**Name:** OPEN

**Date:** May 29, 2024

**Department:** Family/Children

**Job Family:** Director

**Supervisor:** Senior Director of Family Ministry

### **Purpose of Role**

As part of Family Ministries, over-see the ministry of shepherding children ages birth – 5<sup>th</sup> grade and provide oversight of the Children's Ministry programming and staff. Direct a healthy, gospel-centered ministry to Nursery, Preschool, and Elementary age children that will nurture their spiritual growth and equip them to be life-long followers of Jesus Christ. Provide direct leadership over Elementary Sunday morning programming and shepherding of volunteers. Partner with parents to encourage and equip them in their primary role of discipling their children. Shepherd and equip volunteer leaders to serve in the Children's Ministry. Fully integrate with Family Ministries and partner with all the ministries of PCPC to strengthen families in building Christ-centered, Gospel-saturated homes.

### **Alignment with Mission and Vision**

This job helps to fulfill the mission and vision of PCPC by providing leadership within our Children's Ministry to CONNECT our families to PCPC and to one another, teach our children to ABIDE in Christ and His Word, and to EXTEND the gospel with gospel-centered teaching and shepherding of our children, families, Children's staff, and volunteers.

### **Key Job Responsibilities**

#### **A. Abide in Christ and actively nurture your own spiritual maturity.**

- Abide in Christ by staying in His Word, attending weekly Sunday morning worship, engaging in daily Bible study and prayer, and actively participate in the PCPC community.
- Develop relationships with elders, deacons, staff, and members to build a support network.

#### **B. Children's Ministry Oversight**

##### **1. Build and Manage High Performing Team**

- Attract, retain, and develop Ministry Leaders for each Children's Ministry areas (Nursery, Preschool, and Elementary).
- Lead, supervise, and shepherd the Children's Ministry staff team, including but not limited to the Ministry Leader of Nursery and Childcare, Ministry Leader of Preschool, Coordinator for Children's Ministry, and Coordinator for VBS.
- Identify priorities and expected outcomes for staff members.

##### **2. Oversee Programming and Curriculum**

- Identify curriculum and other teaching materials that are appropriate and effective for children of different ages that align with PCPC's core theological beliefs, as expressed in the Westminster Confession of Faith.
- Oversee Children's Ministry Sunday morning and weekly programming, as well as special events, including VBS. Teach Children's classes when needed.

##### **3. Shepherd Families and Volunteers**

- Maintain an active presence on Sunday morning in Children's areas to welcome visitors, assist volunteers, and minister to parents and children.
- Develop and build relationships with parents and children to facilitate spiritual growth, parent training, and resourcing.

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- Recruit, train, lead, and shepherd volunteers and lay leadership to minister to children and their families at PCPC and in the community.

### 4. Management

- Manage resources including people, work plans, processes, and timelines.
- Oversee Children's Ministry budgets. Align budget goals with ministry vision and work with Coordinator for Children's Ministry and Ministry Leaders to achieve budget goals.
- Create accountability around and ensure adherence to Children's Ministry policies and procedures including PCPC Abuse Awareness and Prevention Safety System.

### 5. Ministry Integration and Strategic Leadership

- Work with Senior Director of Family Ministries, Pastor to Family Ministries, and Director of Youth Ministry to fully integrate Children's Ministry vision and outcomes with Family Ministries and PCPC vision.

## C. Elementary Ministry Leader

- Plan and implement dynamic elementary-age Sunday morning program for children to know, love, obey, and serve God.
- Coordinate and lead Elementary Ministry volunteer teams for Sunday morning classes.
- Implement elementary-age curriculum and teaching material for classrooms and train volunteers in how to use the curriculum effectively.

## D. Safety & Security

- Works with Director of Security, Safety & Emergency Management to support Ministry Leaders in offering safety and security training for Children's staff and volunteers.
- Works with MinistrySafe Specialist to ensure adherence of all Children's programs, staff, and volunteers to PCPC Abuse Awareness and Prevention Safety System.

## Training, Education, and Experience

College degree required. Seminary degree preferred but not required. Three to five years of experience working in a Children's Ministry or equivalent. Proficient in Microsoft Office. Experience with Ministry Platform database is advantageous, but not required. PCPC membership required.

## Competencies and Skills

- **Love** - Must love children and long to see them know Christ; must love God's Word
- **Teaching** - Ability to communicate the gospel to children; able to train others how to share the gospel
- **Team Building (Staff, Lay Leaders, and/or Volunteers)** - Proven ability to equip people and build teams for ministry; inspires and facilitates team members; involves team members in planning stages; consider their ideas and suggestions; manages progress of team members; helps build team confidence and strong team rapport; sets challenging and productive goals for ministry team; keeps team accountable for actions; provides resources and support; turns team diversity into an advantage
- **Manages and/or Coordinates Ministry & Project Activities** - Manages and/or coordinates ministry and project goals, milestones, and procedures; accurately estimates resources and time required to complete tasks and/or projects; communicates ministry and project goals, timelines, and milestones; lets people know what they need to accomplish; follows up with others to ensure they are on track to meet ministry and project goals
- **Judgment and Decision Making** - Able to recognize problems; gathers all facts; sorts through complex issues with prayer and wisdom; seeks input and counsel from others; able to make difficult decisions and communicate decisions directly to all involved parties in a timely manner