

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: P/T Ministry Leader of Nursery
Name: Open
Supervisor: Director of Children's Ministry

Department: Children's Ministry
Date: July 2, 2024
Job Family: Ministry Leader

Purpose of Role

Provide oversight and coordinate the Nursery (birth through 3 years) on Sunday mornings as an integral part of the overall Children's Ministry. Align, implement, and maintain Nursery as a part of PCPC's Children's Ministry as well as larger overall Family Ministries vision. Recruit, train, and partner with teams of volunteer church members who will disciple children in a Gospel-centered ministry on Sunday mornings. Ensure that all Nursery programming adheres to Children's Ministry policies and procedures including PCPC Abuse Awareness and Prevention System. Perform all PCPC work to the glory of God.

Alignment with Mission and Vision

We support the mission of the church by connecting our little ones to Christ and helping families build community at PCPC. We abide in Christ by sharing His word with them every time we meet. We recruit and train passionate volunteers who love Jesus and love sharing Him with the little ones so they will grow to know Him as Lord and Savior.

Key Job Responsibilities

A. Abide in Christ

- 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.

B. Overall Responsibilities

- Ensure inviting, stimulating, secure and safe teaching areas as well for all Nursery programming.
- Identify and supply gospel-centered, age-appropriate curriculum for classrooms.
- Ensure that sufficient supplies, curriculum materials, snacks, and equipment for all Nursery classes.
- Recruit and train a robust volunteer team.
- Educate and empower volunteers to enforce Children's Ministry policies and procedures, including PCPC's Abuse Awareness and Prevention System.
- Assist in the development of new or regular program initiatives, outside of Sunday morning, with the Children's Ministry Team, which includes but is not limited to monthly activities and seasonal family events.
- Manage Nursery budget. Steward resources well, be aware of financial program needs, and reconcile all credit card expenditures.

C. Sunday Morning Program Coordination*

- Be very active and present on Sunday mornings to welcome visitors, oversee, direct, and assist volunteers, and minister to parents and children.
- Coordinate volunteer schedule for Sunday mornings.
- Train volunteers for effective classroom management and teaching.
- Maintain a system for volunteer retention and training, assist in fostering community among volunteers.

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- Review and select age-appropriate music and curriculum to be used in Nursery Ministry under the supervision of Family Ministries Leadership.
- Provide direction and training to Welcome Desk workers to welcome and assist children, families, and visitors on a Sunday morning; assist with volunteers in the classroom.

***Note on Sunday morning responsibilities**

- Schedule: The nursery is open 51 weeks a year (typically not available the Sunday after Christmas) and for two services: 9:30 and 11:00.
- Physical presence: To provide consistent leadership for the 51 weeks a year, the expectation is for this position to consistently work Sunday mornings. It is understood and encouraged to plan time off up to twice a quarter (once every 6 weeks).
- Coverage: For Sundays working: Recruit a dependable and trained lead volunteer to cover Nursery during the hour this position attends worship (9:30 or 11:00), and be available to leave worship if needed in the Nursery. For Sundays not working: Recruit a dependable and trained volunteer to cover Nursery during both hours of worship (9:30 and 11:00).

Training, Education, and Experience

College degree preferred. Three years or more of experience working in Children's Ministry or equivalent or experience and education in the field of adolescent development or early childhood education. Proficient in Microsoft Office. Experience with Ministry Platform database a plus, but not required. Must affirm and uphold the Bible and its teachings, as well as Presbyterian theology and the Westminster Confession. Must possess an abiding faith in the Lord and be committed to serving God. Must be able to easily connect with people from various backgrounds, ages, and walks of faith. PCPC membership required.

Competencies and Skills

- Interpersonal skills – skilled at building relationships with families, volunteers, and members of the Children's Ministry Team
- Able to communicate the Gospel to very young disciples
- Should be able to communicate exceptionally well, both orally and in writing
- Must be engaging and able to work comfortably with employees, volunteers, leadership, and PCPC members
- Work requires initiative and the ability to follow-through in a timely manner
- Work requires strong, effective organizational skills and an ability to create and implement systems
- Must be able to work independently and collaboratively
- Must be able to exercise judgment and objectivity with wisdom and discernment
- Must possess and exhibit a servant attitude and positive attitude
- Must be a good manager of resources; able to prioritize responsibilities
- Able to maintain confidentiality