

Job Opening – Director of Children’s Ministry (Part-Time) – *Park Road Presbyterian Church, Wyomissing, PA*

About Us

[Park Road Presbyterian Church](#) has a rich history dating back to 1814 when it was founded as First English Presbyterian Church of Reading. In 2019, the church began worshipping at a new location in Wyomissing, PA under the name Park Road Presbyterian Church. Since then, Park Road has doubled in size, gained new momentum in children’s and student ministries, prioritizes relational discipleship, and works hard to facilitate intergenerational relationships. We have a vibrant children’s ministry that has grown from 3-4 children in 2017 to more than 50 children today. The children’s wing is one of the first things people see when they walk through our church doors, helping to highlight that children’s ministry is a high priority for our church. We are seeking a dynamic, energetic, and organized Director who can continue the momentum we’ve gained in recent years and lead our thriving ministry with excellence.

Park Road is a member of the [ECO denomination](#) (A Covenant Order of Evangelical Presbyterians). Find out more about us at www.parkroadchurch.com.

Position Summary

The Director of Children’s Ministry has primary responsibility for developing and maintaining a ministry that seeks to help children and their families know, love, and follow Jesus through personal devotion and participation in the life of Park Road. Primarily, the Director will:

- 1) Create, cultivate, and maintain an atmosphere of love, fun, and joy in Jesus.
- 2) Partner with parents to help their children know, love, and follow Jesus.

Key Responsibilities

- *Lead the Children’s Ministry Team*
 - Work with and guide a small Children’s Ministry Leadership Team to set goals and strategies for, and oversee implementation of, the children’s ministry of Park Road.
 - Provide oversight and guidance for a larger cadre of volunteers who understand themselves to be ministry partners
 - Recruit and train new children’s ministry volunteers as needed
- *Plan and Maintain Consistent Strategic Programming - Children’s Church*
 - Organize, schedule, and provide resources and assistance for volunteers to teach age-appropriate curriculum grounded in the Word of God
 - Plan weekly Children’s Church lesson for preschool age groups
 - Participate on the regular roster of teachers who plan, teach, and lead Children’s Church lessons for elementary age groups
- *Plan and Maintain Consistent Strategic Programming - Sunday School*

- Organize, schedule, and provide resources and assistance for volunteers to teach age-appropriate curriculum grounded in the Word of God
- Participate on the regular roster of teachers who plan, teach, and lead Sunday School lessons for preschool and elementary age groups
- *Seasonal and Outreach Activities*
 - Plan special holiday and seasonal activities for the children (including the church's annual Trunk or Treat and Easter Egg Hunt outreach events)
 - Coordinate and oversee Vacation Bible School (VBS)
 - Help organize service opportunities and donation collection projects when appropriate
- *General Ministry Proficiency*
 - Secure, file, and maintain background clearances for all volunteers in the Children's Ministry
 - Purchase and organize necessary classroom materials and supplies in accordance with the budget line items allocated to the children's ministry
 - Communicate with volunteers, staff, and church officers in a timely and helpful manner
 - Attend bi-monthly staff meetings and occasional retreats
 - Pray with and for children, families, and volunteers
 - Develop personal, discipling relationships with children and parents

Qualifications

- Demonstrable experience in education and/or children's ministry, with the ability to recognize and provide age-appropriate curricula and programming
- Strong, vibrant, and mature faith in Jesus
- Willingness to work on-site at Park Road Church during morning worship and Sunday School, as well as during other Children's Ministry events throughout the year

Schedule and Compensation

- This is a part time position averaging 20 hours per week, with flexible hours.
- Many tasks, such as scheduling volunteers and planning lessons, may be done remotely if preferred. Some time spent onsite is necessary to maintain the Children's Ministry space, prepare materials, and participate in Sunday morning worship.
- Starting annual salary is \$20,000 for an average of 20 hours per week.
- Start date: TBD based on candidate availability.

How to Apply

Please submit your resume, a written testimony of your relationship with Jesus, and a brief cover letter describing your experience and vision for children's ministry to childrensministry@parkroadchurch.com.