

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: Coordinator for Children's Ministry & Elementary Ministry
Name: Open
Department: Family Ministries
Supervisor: Director of Children's Ministry
Job Family: Coordinator
Date: March 10, 2026

This is a regular full-time non-exempt hourly position based on 40 hours a week and is eligible for overtime and benefits. PCPC membership is not required.

Purpose of Role

The Children's & Elementary Ministry Coordinator serves as the primary support and strategic partner to the Director of Children's Ministry (DCM). This role exists to bring clarity, organization, and excellence to a fast-moving, relationally rich ministry, freeing the DCM to focus on vision, leadership, and discipleship. The coordinator will facilitate Elementary programming and manage volunteers, while also coordinating and organizing all Children's Ministry events, programs, and educational components which will nurture spiritual growth and equip children to be life-long followers of Jesus Christ.

The coordinator is a trusted right-hand: anticipating needs, executing plans with care, managing details with discretion, and ensuring that people, calendars, communication, and resources align smoothly with ministry priorities. This role protects the DCM's time, focus, and bandwidth; translates vision into clear plans and follow-through; keeping people informed without creating noise; creating calm, prepared, well-run ministry environments; and supporting a healthy, joyful staff culture.

Key Job Responsibilities

A. Director and Ministry Support

- Provide proactive administrative and strategic support to DCM
- Manage the DCM's calendar and inbox with discernment, filtering communication, prioritizing action items, and keeping DCM well-informed.
- Prepare agendas, track follow-ups, and help drive execution of weekly and long-term goals.
- Provide proactive administrative assistance to the DCM.
- Serve as a trusted sounding board and collaborator, working closely while also operating independently.
- Provide oversight to the Administrative Assistant to the Children's Ministry.

B. Ministry Coordination and Operations

- Coordinate logistics, timelines, and resources for Children's Ministry programs and events.
- Maintain Children's Ministry master calendar and oversee facility scheduling (eSpace).
- Forecast upcoming needs based on the ministry calendar and help teams prepare in advance.
- Weekly meeting with DCM to determine output for the week and identify agenda items for weekly Children's team meeting.
- Skillfully respond to and/or manage routine requests, issues, and/or complaints from Children Ministry staff, PCPC employees, members, and/or others. Keep DCM informed.
- Work under the direction of the DCM and Director of Security to support Ministry Leaders in safety and security training for staff and volunteers.
- Oversee Administrative Assistant to Children's Ministry to ensure that classrooms and workrooms are well stocked as determined by Ministry Leaders.
- Serve as liaison between Ministry Leader of Weekday Childcare and Database to ensure appropriate childcare registrations and check-in for weekday childcare.

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C. Coordination for Special Events and Programs

- Support planning and execution of key events such as Pumpkin Gospel, Family Advent, Parent Equipping Events, WinterGrace, Children's Advisory Events, and volunteer trainings and appreciation events.
- Help staff think through details and processes for having an event at PCPC.
 - Manage Master Calendar for Children's Ministry programming
 - Manage eSpace for facility needs
- Provide support, oversight, and/or coverage for special events as requested by DCM, which may be outside of normal working hours (i.e., Promotion Sunday, teacher training events on Sunday mornings, church-wide conferences, and other special events during the year).
- Be available, at the request of the DCM, for special events and programs to help execute planned events or programs.

D. Communication and Collaboration

- Coordinate Children's Ministry communications, including newsletters, web content, graphics, and social media.
 - Family Ministries Newsletter graphics and coordination with DCM on distribution, PCPC Kids Webpages and Instagram account, and PCPC Kids Menu (fall and summer).
 - Work with Zest Quest Coordinator on weekly Zest Quest and monthly Memory Verse Cards.
- Serve as a liaison to the Director of Communications to ensure clear, timely, and consistent messaging.
- Partner with other ministry leaders and departments to ensure alignment and smooth execution.

E. Provide Support for Elementary Ministry

- Recruit and Manage Volunteers
 - Maintain weekly communication and schedules; assist with finding substitutes.
 - Schedule volunteer security training as directed by the DCM.
- Curriculum
 - Prepare and distribute curriculum each quarter.
 - Select memory verses, print materials, and create slides.
 - Scan curriculum and attach volunteer emails.
- Events
 - Serve as liaison with the Database Team in preparation for Promotion Sunday.
 - Book Elementary ministry spaces using eSpace.
- Sunday Morning Prep
 - Ensure the curriculum is ready and turned to the correct lesson.
 - Provide teaching aids and check classroom supplies (including candy/prizes).
- Worship Explorers
 - Lead quarterly meetings, monitor MinistrySafe compliance, send weekly volunteer reminder emails; distribute sermon summaries, discussion questions, and resources.
 - Manage communication with leaders, guest speakers, and visitors.
 - Coordinate grade-level volunteer dinners hosted by team lead (August/September).

Competencies and Skills

- Highly organized, relationally intelligent professional who thrives in a supporting role, without a strong need for independence.
- Able to anticipate needs, uses sound judgement, and follows through with excellence.
- Prioritize, manage, and filter a large volume of information; handle/process details accordingly.

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- Calming presence while managing details, people, and systems without needing constant oversight.
- Trustworthy team member who values confidentiality, collaboration, and shared mission.
- Finds joy in helping others lead well, serving as an effective ambassador for the DCM.

Training, Education, and Experience

- College degree preferred
- Experience in ministry, nonprofit, or complex team environments
- Strong written and verbal communication skills
- Strong interpersonal skills
- Event execution: provide proactive ministry coordination for the Children's Ministry and use good judgement and decision making.
- Skillfully respond to and manage routine requests and issues from Children Ministry staff, PCPC employees, members, and/or others.
- Proficient in Ministry Platform, eSpace, Mailchimp, ProPresenter, and Microsoft Office (or ability to learn quickly).

Work Environment

- Mandatory in-office hours are Mondays, Tuesdays, and Wednesdays; there is a possibility for the coordinator to work the rest of the week offsite.
- Occasional evenings and weekends are required for special events and ministry programs, and at the discretion/request of the DCM.