

Children's Ministry Director

Indelible Grace Church (PCA)

Part-Time | 15–20 hours/week

Purpose of the Role

The Children's Ministry Director serves to lead, coordinate, and support the ministries that nurture the faith of our covenant children—from nursery to middle school—helping them grow to know, love, and worship Jesus Christ. This role partners with parents and volunteers to ensure all children's programs align with the church's vision to be **Christ-centered, covenantal, prayerful, and Word-rooted.**

Overview of Ministry Areas

The Children's Ministry Director oversees and supports:

- **Nursery Ministry** – Providing safe, nurturing care that reflects God's love to infants and toddlers.
- **Children's Worship (K-2nd and 3rd-5th)** – Guiding children in age-appropriate worship using *Catechesis of the Good Shepherd* and *Teach Me to Worship* curricula (or similar curriculum).
- **Children's Education Hour (Sunday School)** – Launching and developing the Fall 2026 education hour for preschool through youth.

Key Responsibilities

Leadership & Coordination

- Provide vision, planning, and coordination for all children's ministries.
- Recruit, train, and support volunteer teachers, helpers, and nursery caregivers.
- Develop and maintain safe, orderly, and engaging ministry environments.
- Coordinate ministry schedules, supplies, and classroom spaces.

Curriculum & Discipleship

- Discern and create curriculum that respects our covenantal, Reformed theology and that sees the whole child, body and soul, hands, head, and heart as needing Jesus' redemption.
- Cultivate practices that integrate **worship, Word, and sacraments** into children's faith formation.

Parent & Congregational Partnership

- Encourage and equip parents as the primary disciplers of their children.
- Communicate regularly with families about ministry events and resources.
- Foster intergenerational connection and a welcoming, invitational culture for all children.

Administrative & Oversight Duties

- Work with administrator to maintain volunteer scheduling, background checks, and safety protocols.
- Oversee check-in systems, classroom management, and incident procedures.
- Work with pastoral staff and elders to ensure theological and operational alignment.

Qualifications

- A growing, mature relationship with Jesus Christ and commitment to the mission of Indelible Grace Church.
- Experience in teaching or leading children's ministry, education, or discipleship programs.
- Strong organizational, relational, and communication skills.
- Ability to recruit, lead, and encourage volunteers with grace and clarity.
- Alignment with the Reformed and covenantal theology of the PCA.

Reports To

- **Associate Pastor**
- Collaborates closely with Nursery Coordinator, Children's Worship Guides, and Formation teachers.

Hours & Compensation

- 15–20 hours per week, including Sunday mornings and weekly planning.
- Compensation commensurate with experience.

Our Hope

We long for a Children's Ministry Director who delights in seeing children encounter Jesus through Word, worship, prayer, and community—and who will help our children grow into joyful disciples of Christ.

About Our Church

Indelible Grace is a gospel-centered church seeking to proclaim the good news of Jesus and worship our great God in the beauty of holiness, all in the power of the Spirit. Spread out over the East Bay, we're a family church with an average Sunday attendance of about 80 adults and 40-50 children. As a PCA church, a staff of three and an established session (board of elders) provide leadership and shepherding. Our philosophy of ministry seeks to create opportunities for believers and seekers to hear and experience the presence of Jesus the Good Shepherd personally in his Word, in the church, in the Sacraments, and in prayer.

Compensation

\$32,500-\$37,500