

New Life Presbyterian Church of Orange County (PCA)

CHILDREN'S MINISTRY DIRECTOR

Job Description

Summary: Provide spiritual, logistical, and relational leadership for New Life Pres's children's ministry (ages: nursery-5th grade)

Job Type: half time, 25 hours/week

General

- Create a grace-filled, enthusiastic learning environment
- Serve as a welcoming presence for regular and new parents and their children
- Work with Pastor and session to form practical strategies based on New Life Pres's vision and philosophy of ministry

Weekly Responsibilities

- Coordinate logistics of children's ministry service and Sunday school (including but not limited to songs, slide presentations, substitute teachers, etc.)
- Prepare and present a short devotional for children's service
- Work with administrator to prepare weekly Sunday school materials

Administration & Communication

- Recruit and schedule Sunday volunteers each quarter
- Order and distribute curriculum materials each quarter (or as needed)
- Facilitate weekly communication with parents regarding lesson/activities
- Serve as communication "hub" between Pastor/session, Parents, and Members
- Maintain and re-order basic teacher/lesson related supplies
- Maintain class rosters and updated directory
- Review and implement child protection policies/practices
- Participate in staff meetings

Supervision, Teaching & Training

- Provide oversight of all class teachers/assistants
- Perform periodic review of curriculum effectiveness with input from teachers and parents
- Provide oversight for 11:45 KM bible study teacher as needed
- Provide oversight for nursery coordinator and/or volunteers for both 10AM and 12PM service
- Create systems for traffic/flow, ensuring that ministry space is safe, organized, effective; direct support staff and volunteers in setting up of rooms
- Prepare/teach lesson as a substitute when needed
- Lead adult training/equipping meetings; routinely encourage teachers and members/volunteers

Parent/Family Liaison

- Develop supportive, collaborative relationships with parents of children

- Coordinate with pastor and session when parent support, child development, and discipline needs arise
- Provide necessary support to families to assist in the spiritual nurture of children at home

Special Events

- Plan, coordinate, and implement special events for Children's ministry (VBS, Trunk or Treat, Easter, etc.)
- Plan and implement childcare/activities for church-wide events as needed

Qualifications

- Prior experience with local church children's ministries required
- Degree from an accredited Seminary with strong convictions for reformed theology and ministry
- Strong leadership and interpersonal communication skills with adults and children; personable demeanor and relational style
- Strong administrative, organizational, and problem-solving skills
- Flexible, able to adapt quickly within a growing (i.e., changing) church environment
- Embraces and is able to articulate New Life Pres's vision, particularly as it relates to children's ministry
- Background check required; experience in infant/child CPR certification preferred;

Hours: 25 hours/week

Pay: Available upon request

Start date: Immediate

Please send a cover letter, resume, and contact info for two references to hr@newlifepres.org