



Ponte Vedra Presbyterian Church

Job Title:	Director of Children’s Ministry	Job Category:	Ministerial Staff
Compensation:	Competitive hourly wage; commensurate with skills	Position Type:	Part-Time with expectation of an average of 20 hours per week, with seasonal variance.
Location:	Hybrid – At Church & Home based on effectiveness	Benefits Eligible:	No
Reports To:	Senior Pastor	Date Posted:	2/13/23
Posting URL:	PVPC Website	Posting Expires:	3/20/23
Vacation:	Two weeks paid based on average hours worked.	Vacation Restrictions:	Must be pre-approved and restricted around Christmas and Easter.
Applications Accepted By:			

EMAIL RESUME & OTHER RELATED INFORMATION TO:

Ghamby@pvpc.com

Subject Line: Children’s Ministry

MAIL:

Gretchen Hamby
 Ponte Vedra Presbyterian Church
 4510 Palm Valley Road
 Ponte Vedra Beach, FL 32082

Job Description

MISSIONAL BIBLE VERSE & MISSION STATEMENT

He took a little child whom he placed among them. Taking the child in his arms, he said to them, “Whoever welcomes one of these little children in my name welcomes me; and whoever welcomes me does not welcome me but the one who sent me.” Mark 9:36-37 NIV

Providing a welcoming, loving and enriching environment for children, and demonstrating God’s love to their families.

ROLE AND RESPONSIBILITIES

Oversee all aspects of Children’s Ministry program for children ages infant through the 5th grade. Such aspects include:

Programming:

- Ministry Plan - Develop an over-arching ministry plan and calendar which is periodically reviewed and approved by the Senior Pastor. Calendar to include general lesson plans, special religious holiday activities and events, as well as summer activities.



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- Sunday Mornings – Provide an inviting, safe and loving environment for all children with ample volunteer workers in order to provide appropriately age divided rooms during both church services. This would include: Child care for children between the ages of 0 – 3; and Sunday School lessons and activities for those 4 years old – 5th grade.
- Weekday evenings – Be prepared to offer child care for special services or church-wide gatherings for such events that are planned well in advance.
- Vacation Bible School – Plan and direct this event each year for all children within the PVPC family as well as an outreach to the community.
- Summer Camps – Plan and direct at least 2 themed Summer Camps for all children within the PVPC family as well as an outreach to the community.

Curriculum and Creative Materials:

- Sunday School – Biblically focused lessons and activities demonstrating God’s love, the person of Jesus, with application to daily living. Lessons should be planned in advance and teachers adequately prepared to conduct class.
- Vacation Bible School – Select a themed week and plan with others help the creative decoration, singing, activities and skits that will bring the Biblical message alive.
- Summer Camps – Camp themes or topics may be secular, but conducted in a loving and creative environment to bring the topic alive while demonstrating God’s love.
- Note excellent resources are available through the Presbyterian Church in America.

Recruit, Train and Support Volunteer Leaders:

- Develop ministry team of volunteers who all share the common goals of this vibrant ministry.
- Provide training and other social interaction with these team members so that they are properly equipped to execute their respective roles.
- Become well versed in the Church’s Covenant Care and other safety policies and procedures and ensure that all volunteers have been properly apprised, trained and vetted. Compliance is essential for the care and protection of children.

Communication and Tracking:

- Provide sign up sheets and obtain key ways to communicate to all families participating in each of the above ministry events.
- Follow-up with emails to the families on lessons learned that week/event, upcoming events and invitations to other PVPC activities or membership.
- Constant follow-up with teachers and other volunteers to learn how lesson/event went to learn and adapt for a more effective ministry. Provide encouragement and reinforcement to all who are on the ministry team.
- Track attendance for each activity for safety purposes (proper ratios of supervision) as well as Church family growth.
- Reach out to families whose participation is waning to let them know we miss them and encourage them back.
- Applicant will be asked to attend regularly scheduled staff meetings and report on the ministry.
- Applicant also will be required to coordinate and mutually cooperate with the Director of the Promise Town Preschool, given that there are shared resources.



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QUALIFICATIONS AND EDUCATION REQUIREMENTS

A qualified applicant is required to be a Christian, acknowledging salvation comes from Christ alone and what He has done for us already, as a gift, not earned by any of our efforts, but rather through God’s unmerited grace and love. The person (*and family, if applicable*) filling this role is also expected to be an active member of PVPC. No formal education is required, but a solid biblical background as well as continual reading of the Word and active prayer life is expected. Applicant must successfully complete PVPC’s Covenant Care process prior to employment.

Other qualifications include:

- Strong organizational, leadership and encouragement skills
- Effective communicator, both verbally and in writing to parents, volunteers and to other PVPC staff members. It is especially important that applicant can engage and interact with children of all ages.
- Spiritual maturity
- Passionate about child care, safety and providing an inviting learning environment
- Proficient in a wide array of computer skills (i.e. MS Office, social media, and use of design programs), as well as a willingness to learn church specific applications. Usage of Mac OS and Canva is a plus.

ADDITIONAL NOTES

Please provide resume, and if so moved, a personal statement of your Christian faith and why you believe you would be well suited to thrive in this position.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time