



## Ponte Vedra Presbyterian Church

<b>Job Title:</b>	Director of Children’s Ministry	<b>Job Category:</b>	Ministerial Staff
<b>Compensation:</b>	Competitive hourly wage; commensurate with skills	<b>Position Type:</b>	Part-Time with expectation of an average of 20 hours per week, with seasonal variance.
<b>Location:</b>	Hybrid – At Church & Home based on effectiveness	<b>Benefits Eligible:</b>	No
<b>Reports To:</b>	Director of Church Operations	<b>Date Posted:</b>	4/1/24
<b>Posting URL:</b>	PVPC Website	<b>Posting Expires:</b>	5/1/24
<b>Vacation:</b>	Two weeks paid based on average hours worked.	<b>Vacation Restrictions:</b>	Must be pre-approved and restricted around Christmas and Easter.
<b>Applications Accepted By:</b>			

<p><b>EMAIL RESUME &amp; OTHER RELATED INFORMATION TO:</b></p> <p>tkornahrens@pvpc.com          Subject Line: Children’s Ministry</p>	<p><b>MAIL:</b></p> <p>Todd Kornahrens          Ponte Vedra Presbyterian Church          4510 Palm Valley Road          Ponte Vedra Beach, FL 32082</p>
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<p><b>Job Description</b></p> <p><b>MISSIONAL BIBLE VERSE &amp; MISSION STATEMENT</b></p> <p><i>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</i></p> <p>Providing a welcoming, loving and enriching environment for children, and demonstrating God’s love to their families.</p> <p><b>ROLE AND RESPONSIBILITIES</b></p> <p>Oversee all aspects of Children’s Ministry program for children ages infant through the 5<sup>th</sup> grade. Such aspects include:</p> <p><b>Programming:</b></p>
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- **Ministry Plan** - Develop an overarching ministry plan and calendar which is periodically reviewed and approved by the Director of Church Operations. Calendar to include general lesson plans, special religious holiday activities and events, as well as summer activities.
- **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 – 2; and Sunday School lessons and activities for those 3 years old – 5<sup>th</sup> grade.
- **Wednesday Nights** - Redevelop a Wednesday night program that engages children from the church and the community with the Gospel of Christ.
- **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 a themed Summer Camps for all children within the PVPC family as well as an outreach to the community.
- **Outreach Events**- Periodically plan outreach events, such as Easter Egg Hunt, Birthday Party for Jesus, etc., that help to engage current families as well as reach 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.

### Recruit, Train and Support Volunteer Leaders:

- Develop a 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:

- 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.



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- 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 also will be required to coordinate and mutually cooperate with the Director of the Promisettown Preschool and the Director of Ponte Vedra Co-Op, given that there are shared resources.

### 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 (or equivalent) 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