



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 35 hours per week, with seasonal variance.
Location:	Hybrid – At Church & Home based on effectiveness	Benefits Eligible:	No
Reports To:	Director of Church Operations	Date Posted:	10/10/2024
Posting URL:	PVPC Website	Posting Expires:	When hired
Vacation:	Two weeks paid based on average hours worked.	Vacation Restrictions:	Must be pre-approved and restricted around Christmas, Easter and VBS.
Applications Accepted By:			

EMAIL RESUME & OTHER RELATED INFORMATION TO:

Ghamby@pvpc.com

Subject Line: Children’s Ministry

MAIL:

Gretchen Hamby

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 and Gospel centered environment for children, and 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:

- Sunday Mornings –In concert with the Associate Preschool Director and Director of Administration for Family Ministries, 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 – 5th grade.

- Weekday – Be prepared to offer childcare for special services or church-wide gatherings for such events that are planned well in advance.
- Vacation Bible School – Plan to assist with the implementation of VBS and help with follow up with VBS families.
- Wednesday Night Programming – With the support of the Director of Church Operations, within the first 6 months, re-establish Wednesday night Children’s programming.
- Elementary Age Summer Camp – Offer one summer camp experience other than VBS. This could be an overnight camp for older elementary or a day camp for all elementary age students.
- LifeGroup – with support of Director of Church Operations, establish at least one older elementary LifeGroup.

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.

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:

- 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.
- 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 Promise Town Preschool, 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 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
- A working knowledge of PowerPoint, Microsoft Word and Canva.
- Passionate about childcare, safety and providing an inviting learning environment

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