

**Young Meadows Presbyterian Church**  
**Director of Children's Ministry**  
**Job Description**

**Overview:** The Director of Children's Ministry is responsible for the oversight, direction, planning and execution of ministry to children of families. This is done in coordination with the rest of the family ministry team and under the direct supervision of the Senior Pastor. The CD will continue to make sure the children's ministry mission aligns with the overall mission, vision and core values of Young Meadows Church. This position is a key position in coming alongside families to assist them in the discipleship of their own children; working to foster relationships with families both in and outside of Young Meadows. This position is for someone who has a passion to see Jesus made much of in the lives of young hearts and whole families.

**Supervision:** The Children's Director will report directly to the Senior Pastor. The Senior Pastor along with the session will conduct annual job reviews and goal setting for the year ahead.

**Children's Director Responsibilities:**

- Providing staff leadership focused on Children's Ministries on the Family Ministries Team. Being a co-laborer with the Session and entire pastoral staff, especially in areas of church-wide, family, and children's ministry activities.
- Ensuring that God's Word and a Christian Worldview is taught to instill a desire in the children to come to know and love the Lord Jesus Christ, and to live for His glory.
- Regular correspondence with families regarding the Children's Ministry including timely announcement communication with our Communication Coordinator.
- Recruit, train and supervise a team of volunteers, teachers and children's ministry helpers.
- Plan and execute yearly summer Sports Camp.
- Plan and execute regular fun fellowship events for children to gather together. (Monthly events, big holiday events like Easter and Christmas, play days, etc.)
- Evaluate, select and execute curriculum for Sunday School and any other discipleship opportunities.
- Design and development of Children's Bulletins for worship
- Leading administratively, including event scheduling, assisting in organization of classrooms, stocking of supplies, providing class roster, compiling list of substitute teachers etc.
- Monthly scheduling of paid nursery staff and overseeing of volunteer nursery rotation.
- Attending children's conferences or other continuing education regularly.
- Planning, training, and supervising missional activities that encourage children and families to engage in service and evangelism. Creating and implementing new endeavors for children's discipleship and evangelism.
- Resource parents with Gospel-centered tools, guides and training to assist them in the discipleship process of their own children.
- Maintain a childcare program needed for other church activities that require it. This means the recruitment, selection, and hiring of childcare workers for events throughout the week and year including Sunday Nursery.
- Welcoming and offering hospitality to children and families upon their arrival.
- Nurturing relationships with all children and their parents, while occasionally visiting classrooms or substituting for teachers when needed.

- MomCo staff coordinator responsible for recruitment and training of mentor moms and childcare workers as well as implementing the MomCo KidsCo childcare program, executing curriculum, supplying rooms, and providing care twice a month for meetings and once a month for leadership meetings.
- Meet bi-weekly with Senior Pastor for staff development and discipleship.
- Attend weekly staff meetings.

**Qualifications:**

- Experience in ministry setting, coordinating events, recruiting and training volunteers.
- Strong interpersonal skills; works well as part of a broad team
- Able to minister across multiple age demographics.
- Excellent verbal and written communications skills
- Excellent organizational, and project management skills
- Prioritizes own time well without close supervision
- Proficient with common office and communications software and tools
- Spiritual Characteristics:
  - God's grace in Jesus Christ as the central feature of one's life and doctrine
  - Actively following Jesus, growing daily in faith, humility and integrity
  - Member in good standing of a Christian church with strong pastoral references
  - Background in the Presbyterian Church in America or similar Reformed denomination o Affirmation of the beliefs & values of YMPC and agreement with the Westminster Confession of Faith and its catechisms as well as relevant chapters of the PCA's Book of Church Order

**Time and Compensation:**

This position is a 25 hour per week salaried position.

Contact Adam Coppock to apply at [acoppock@ympca.org](mailto:acoppock@ympca.org).