PCPC Job Description

Park Cities Presbyterian Church exists to extend the transforming presence of the Kingdom of the Lord Jesus Christ in Dallas and to the world.

PCPC's Mission Statement

Job Title:	P/T Ministry Leader of Elementary	**Department**:	Family Ministries/Children
Name:	OPEN	**Job Family**:	Ministry Leader
Date:	September 30, 2026	**Supervisor**:	Sr. Director of Family Ministry

This is a regular part-time non-exempt hourly position based on 25 hours a week and is eligible for overtime and PTO (paid time off). PCPC membership required upon acceptance of position.

Purpose of Role

As part of PCPC's overall Children's and Family Ministries, lead the Elementary Ministry in equipping the saints to proclaim Christ, His Gospel, and His Kingdom to the next generation. Set vision, determine direction, and provide shepherding care over all Elementary Ministry activity, curriculum, and resources, ages 1st – 5th grade.

- Direct a healthy, gospel-centered Elementary Sunday morning ministry (and other occasional programs) that will nurture and grow children spiritually and lay a foundation for them to be life-long followers of Jesus Christ.
- Partner with parents to encourage and equip them in their primary role of discipling their children.
- Build, shepherd, equip, and support volunteer leaders to serve in Elementary Ministry.

Fully integrate with Children's Ministry and partner with all the ministries of PCPC to strengthen families in building Christ-centered, gospel-saturated homes.

Alignment with Mission and Vision

The Ministry Leader of Elementary builds and executes Sunday morning programming that teaches and models for children how to abide in Christ with an emphasis on His Word, Prayer, Corporate Worship, and fellowship with God's people. The role is key in equipping the saints to extend Christ to Elementary age children and families by connecting with families and the greater PCPC membership to build a team of adults that will minister to Elementary children and one another.

Key Job Responsibilities

A. Abide in Christ and actively nurture your own spiritual maturity.
   - Abide in Christ; engage in daily Bible study and prayer; attend weekly Sunday morning worship and actively participate in the PCPC community.
   - Develop relationships with elders, deacons, staff, and members to build a support network.

B. Elementary Ministry Oversight and Execution
   - Plan and execute dynamic elementary-age ministry on Sunday mornings and other Elementary-age focused programming in the life of the church.
   - Identify and implement curriculum and teaching materials that are age appropriate and align with PCPC doctrinal beliefs.
   - Maintain an active and engaged presence on Sunday morning in the Elementary area to welcome visitors, assist volunteers, and minister to parents and children.
   - Recruit, train, coordinate, and lead Elementary Ministry volunteer teams for all programming.
   - Ensure inviting, stimulating, and safe teaching areas for program activities.

- Regularly communicate to parents the goals and objectives of the Elementary Ministry.
- Contribute to the development and integration of Christian Formation goals from Elementary perspective.

C. Build and Manage a Healthy Integrated Team of Volunteers
- Be intentional and strategic with volunteers as it pertains to the volunteer cycle (identify, recruit, train, retain, celebrate, and assess).
- Establish training schedule and program for volunteers regarding safety, curriculum, logistics, effective age-appropriate tools, methods for teaching, and learning.
- Provide effective, timely, and regular communication to those serving in the Elementary Ministry.

D. Management
- Manage Elementary Ministry resources including people, work plans, processes, and timelines.
- Oversee Elementary Ministry budget. Align budget goals with ministry vision.
- Create accountability around and ensure adherence to Children's Ministry policies and procedures including PCPC Abuse Awareness and Prevention Safety System.

Training, Education, and Experience
College degree required. Three years of minimum experience in Children's Ministry on a church staff or equivalent is preferred. Elementary education or adolescent development background is desirable. Must adhere to and affirm the Westminster Confession of Faith.

Competencies and Skills
- **Love** – Must love children and long to see them know Christ; must love God's Word
- **Teaching** – Able to effectively communicate the gospel to children and able to train others to teach children as well
- **Relational** – Emotionally healthy person with proven relational gifts, solid listening skills, and ability to gracefully deal with conflict; can build and support a team
- **Leadership and Management** – Able to determine and articulate direction and desired outcomes, identify processes and resources needed for ministry, execute plans, and take initiative
- **Communication** – Effective communicator, both as a teacher and as a liaison with parents and other PCPC ministries