

# Palm City Presbyterian Church

## Job Description

**Position:** Director of Children's Ministries

**Employment Status:** Part-time

**Work Location:** Palm City Presbyterian Church, 2700 Martin Highway, Palm City, FL 34990

**Work Hours:** Monday – Friday, Sunday 30 hours per week

**Organization Overview:** Palm City Presbyterian Church is 501(c)(3) non-profit organization, located in Palm City, Florida affiliated with ECO, a covenant order of evangelical Presbyterians. The congregation consists of 500+ members supported by a Sr. Pastor, Associate Pastor, and six staff members. The church financially supports 8-10 ministries in the community and owns its own facilities.

**Description:** The children's ministry role requires clear and ongoing communication with the Sr. Pastor, staff and volunteers across a wide spectrum of activities inherent to the role. The responsibilities of the position require an individual who has a strong biblical foundation and growing faith in Jesus Christ, leadership skills to supervise and motivate volunteers and staff, excellent written and oral communications, organizational ability, and attention to detail. This person will conduct oneself in a professional manner as a representative of the church and its mission.

### **Responsibilities:**

Support the Senior Pastor to achieve the mission and vision of PCPC. The director of children's ministries key responsibilities are to evangelize and disciple children so they may know, love, and serve the Lord Jesus Christ, to supervise and train volunteer support staff, and ensure child protection policies are strictly followed. In addition, the director of children's ministry will:

- ☐ Create an exciting, inviting learning environment for children and families in Children's Ministry (CM) at PCPC
- ☐ Demonstrate an age appropriate program of high quality
- ☐ Recruit, train, coordinate, and supervise staff/volunteers for CM classes and events, worship services, and PCPC programs and safety protocols
- ☐ Ensure every child and family know they are special, welcome, and valued at PCPC.
- ☐ Develop a parent/child communication plan using social media, e.g. Facebook, Instagram, Google+, Shared Google Documents, Meetup, You Tube, Twitter, etc., as appropriate, in addition to PCPC website, newsletter and e-blast to attract, excite, inform, and connect young families with PCPC CM
- ☐ Use quality connection ideas and forms to advise and encourage children and families, e.g. "Thank you for visiting," "We've missed you," "Happy Birthday," "Congratulations," event flyers and promotion
- ☐ Maintain an inviting greeter/registration area with greeter(s), information brochures, and visitor registration

- ☐ Create a visual identity – perhaps, a name and logo for special area, on communication pieces, to help parents identify CM notifications, and for attractive, user friendly signage with easy to follow directions to classes, restrooms, and main buildings
- ☐ Create opportunities for child involvement, e.g. greet at services and participate in services by reciting, performing, and/or informing about activities
- ☐ Coordinate and provide leadership in developing and implementing a young family outreach ministry focused on children activities
- ☐ Communicate the CM program to other staff, church leaders, congregation, and community as appropriate
- ☐ Organize, set-up, and stock classrooms with necessary supplies
- ☐ Organize and facilitate CM Team meetings (may use technology to maximize time efficiency) and attend staff meetings
- ☐ Work with Buildings and Grounds Team for facility needs
- ☐ Proactively address issues or emergencies that arise
- ☐ Coordinate sanitation and safety protocols for CM
- ☐ Participate in the annual budget estimating process
- ☐ Coordinate childcare for PCPC services and events
- ☐ Participate in the life and worship of the PCPC congregation
- ☐ Perform other duties as may be assigned

**Position Requirements:**

- ☐ Growing faith in Jesus Christ
- ☐ Adherence to the essential tenants of ECO
- ☐ Bachelor's degree
- ☐ Previous children's ministry experience is a plus
- ☐ Knowledge of federal and state laws relating to operation of children's programs
- ☐ Participation in evening, weekend, and special events as required

**Competencies:**

- ☐ Strong interpersonal skills in working well with children, families, staff, and volunteers
- ☐ Strong computer, social media, and technology skills
- ☐ Strong verbal and written skills
- ☐ Strong planning and organizing skills
- ☐ Efficient and effective time management skills
- ☐ Strong work ethic
- ☐ Appropriate attention to detail
- ☐ Capable of maintaining confidentiality
- ☐ Unyielding integrity

**Position reports to Senior Pastor, Head of Staff**

Applicants interested in this position please contact Personnel & Administration representative [Ron Bartnick](#)