

Director of Children's Ministries

Ages 0 – 5th Grade

Part-Time Job Description

Pleasant Hills Community Presbyterian Church

199 Old Clairton Road

Pittsburgh, PA 15236

Accountability: Senior Pastor Head of Staff and the Session (through the Trustee for Personnel and the Elder for Children's Ministries)

Mission Statement: We strive to help children come to know Jesus Christ and have a personal relationship with Him, to nurture them and their families in the faith, and to guide them through Bible study, worship, and fellowship as they grow in their faith and sharing with others. We maintain the Reach, Grow, Send philosophy.

Position Summary:

The Director of Children's Ministries at PHCPC is a member of the church staff. This person is responsible for recruiting, equipping, and discipling the adult and teen leaders for our ministries to children ages birth through fifth grade. The director leads the Children's Ministries Leadership Team, a team composed of key players from each ministry.

Duties and Responsibilities:

- A heart for Jesus and His children
- A passion for influencing children's lives with God's love and message
- Experience working with children and their families in a leadership capacity
- Computer literate, working knowledge of Microsoft Word and Excel
- Good communication and organizational skills
- 20 hours per week of time and energy
- Clear Child Abuse clearance and Criminal History check
- Stable, mature Christian
- Dependable
- Compassionate
- Is willing to attend professional development to enhance knowledge and skills in Christian Education
- Maintain a budget for the Ministry

Principal Duties and Responsibilities:

1. Sunday School
 - a) Recruit and train leaders
 - b) Keep current records of children and families
 - c) Order and distribute curriculum and keep supply room and classrooms stocked
 - d) Set and support the weekly lesson plan/class syllabus
 - e) Communicate with leaders weekly
 - f) Communicate with children and families as determined by the CMLT
2. Children's Worship
 - a) Recruit leaders and provide opportunities for training
 - b) Supervise the stocking of response materials and the maintenance of story materials and their cabinets
 - c) Oversee a schedule for worship leaders and provision of food items
 - d) Set and support the program schedule
 - e) Communicate with leaders and families weekly
3. Kid's JAM (Jesus And Me) and Jelly (preschool)
 - a) Recruit, train, and supervise leaders for the mid-week evening outreach program
 - b) Implement the provision of prizes, treats, and events
 - c) Provide training and oversight of teen volunteers
 - d) Network with families with an eye to future volunteers
 - e) Determine curriculum and lesson plan for each session
4. Vacation Bible School
 - a) Choose, order and organize curriculum
 - b) Recruit Director(s)
 - c) Provide training and support for all volunteers
 - d) Be the go-to person for directors
 - e) Coordinate the event
5. Child Care Ministry Team
 - a) Recruit nursery director and staff
 - b) Provide training and support
 - c) Coordinate nursery scheduling
6. Mother's Day Out
 - a) Work closely with the MDO Director
 - b) Network with MDO families to encourage them to become involved in Children's Ministry activities and programs
7. Clearances
 - a) In conjunction with the Business Office, ensure that all leaders and CM volunteers have the appropriate clearances
 - b) With the Business Office, facilitate all necessary volunteer clearances

Related Responsibilities:

- Whenever possible, attend and/or participate in “Big Events” important to our children and their families.
- Bibles and Blessings
- Room assignments and basic clean up
- Maintain overall stewardship of the church

Prior to starting, a person new to staff must complete and return to the Business Office PA Child Abuse Forms and Federal Criminal Record Check Forms.

Resumes and contact: Cindy Wozniak, Business Manager PHCPC

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