

**PART-TIME POSITION AVAILABLE  
DIRECTOR OF CHILDREN'S MINISTRY**

Elfinwild Presbyterian Church, Glenshaw, PA is seeking to hire a Christ-centered individual who is responding to God's call to serve as its part-time Director of Children's Ministry. The Director of Children's Ministry will work closely with the Children's Ministry Team, and will oversee the planning and administration of all Christian Education classes and activities for children from birth through grade 5. This position requires being present on Sunday mornings, but working hours for the rest of the week are flexible. Interested applicants should have a BA degree or equivalent work experience in Christian Education or Youth Ministries. Please send or email a cover letter, resume, statement of faith, a copy of clearances as required by PA law, and any other pertinent materials to:

Elfinwild Presbyterian Church  
c/o Leader of Children's Ministry Search Team  
3200 Mt. Royal Blvd.  
Glenshaw PA 15116

OR

[apply@elfinwildchurch.org](mailto:apply@elfinwildchurch.org)

For a more detailed job description, church Mission Statement, and other information:

[www.elfinwildchurch.org](http://www.elfinwildchurch.org)

**Part-time Director of Children's Ministry**  
**Elfinwild Presbyterian Church Glenshaw, PA**

**Job Purpose:** Answering the call to disciple and educate our children, birth through grade 5, in their faith development and growth in our Lord, Jesus Christ.

**Duties and Responsibilities:**

- To be present and participating at Elfinwild on Sunday mornings.
- Sunday School – Curriculum, administration, recruitment, and staff support.
- Vacation Bible School, Rally Day, Advent Workshop, Baptism Ministry, and other programs/activities which will lead children and their families in their Christian walk.
- Attend weekly Staff meetings.
- Lead Children's Ministry Team meetings.
- Children's message during Sunday morning worship, as called upon by the Senior Pastor.
- Develop and prepare appropriate correspondence, communication and outreach for the children of the congregation and their families.
- Work within the Children's Ministry budget.
- Understanding of and adherence to Elfinwild's Safe Sanctuary Policy.

**Education and Experience:**

-Bachelor of Arts degree or equivalent work experience in Christian Education or Youth Ministries such as summer camps, vacation Bible school, youth groups.

**Knowledge, Skills, and Abilities:**

- Fully committed believer in Jesus Christ who will challenge and lead our children in faithfulness to Him, under the authority of Scripture, the Word of God.
- Ability to adapt technologically.
- Ability to be self-directed, work independently and be a team player with all professional, clerical and maintenance staff to create a sense of community.
- Teachable Spirit.

**Responsible to:** Senior Pastor/Head of Staff.

**Required Qualifications:**

- Clearances required by law.
- Understanding of and adherence to Elfinwild's Safe Sanctuary Policy.