



Position: Minister to Children and Families
Reports to: Assistant Pastor **Liaison to:** Children's Ministry Team
Supervises: PDO Director/Children's Interns/Nursery Staff
Part-Time Position: 26-30 hours per week
Salary: \$25,000 to \$32,000 based on experience/education/negotiable

Job Summary: The Minister to Children and Families will provide dynamic leadership and oversight to the church's children and families participating in Sunday School, activities, special events. Staff supervision Parents Day Out director. The focus will be to create a learning and creative environment with a high degree of participation in various activities for the children and families. The person should be approachable and warm with excellent communication skills.

Primary Responsibilities:

- Select and implement Children Sunday School curriculum (includes coordination of schedules and agendas for ages from two through 5th Grade.
- Oversee and coordinate all childcare related to church events as well as weekly nursery care. Supervise nursery workers.
- Define and coordinate children's missions and initiate new ideas for children's missions.
- Coordinate and implement Vacation Bible School and Super Saturday which includes choosing the curriculum, recruiting teachers, and leading program.
- Recruit and train teachers for all children's Sunday School and all learning events
- Coordinate and maintain Education Resource Room.
- Create, coordinate and implement events for children and families together as well as parental education events.
- Participate as a staff teacher for the Guidelines Program and supervise volunteer leaders.
- Oversee seasonal children's programs and worship
- Coordinate all Safe Sanctuary related training for staff and volunteers
- Oversee staff person for Library and purchasing/library promotions
- Work with Assistant Pastor or Youth Director in leading 4th and 5th Grade Fellowship
- Supervise and offer annual review for Parents Day Out Director

Secondary Functions:

- Staff for intergenerational studies and events for learning and discipleship
- Work with music staff related to Children's Choirs/Music or possibly lead Children's music
- Staff to HarvestFest, Children's Ministry Team, PDO Advisory Board
- Possible coordination and implementation of a Summer Kid's Camp or Family Camp.

Qualifications Required:

- Undergraduate Degree preferred or equivalent experience. HS degree required.
- Certification in Christian Education preferred
- Excellent verbal, digital, and written communication skills
- Excellent skills with social media, apps, and texting
- Budgetary and promotional experience
- Able to independently make decisions and handle multiple tasks simultaneously
- Self-motivated, reliable and able to work independently as well as in a team

Job Conditions/Physical Requirements:

- Part Time – Potential to grow position to full-time
- Open to working flexible hours covering Sundays and Saturdays