

Palos Community Church

Director of Children's Ministry

About us:

Palos Community Church is located in a beautiful Palos Park, Illinois, a Southwest suburb of Chicago. We are located in an area surrounded by communities full of young families with children. PCC has a long history that we cherish, but we are much more focused on our future. We are transitioning from an attractional church to one that is both attractional and missional. We want to be out in the community reaching the un-churched and the de-churched. We are a Bible-based Presbyterian church that is a member of ECO (Evangelical Covenant Order of Presbyterians). We look forward to having an energetic, creative, outreach-oriented Director of Children's Ministry join our staff as we seek to impact children and their families for the Kingdom of God. There is much work to be done, but our leadership is excited about our future and ready to be challenged by fresh ideas and approaches to ministry.

How to Apply:

Please send a cover letter and resume to searchteam@paloscommunity.church

Hours and Range of Pay:

25 hours per week @ \$24,000-28,000 annual compensation.

This is a salaried position.

PCC believes that this should become a full-time position. While our current numbers do not justify a full-time position, we want to encourage applicants that our goal is to grow this into a full-time position as soon as possible.

Job Description:

Please see following pages.

Thank you for your interest in this position.

Director of Children's Ministry Palos Community Church

OVERVIEW

We're looking for an individual to lead our church's efforts to minister to children in our church and the broader community. The ideal candidate has significant experience ministering to and/or working with children and parents, as well as experience managing volunteers. This role requires a person who relates well with people of different ages and backgrounds. Our Director of Children's Ministry has a unique opportunity to be part of growing the children's ministries, expanding our reach into the community, and developing programs that reach children in today's modern world.

The Director of Children's Ministry is the visionary for PCC KIDS and is encouraged to train up volunteers who can assist in accomplishing the vision.

RESPONSIBILITIES

- Oversee all programming for children throughout the church.
- In consultation with other church leaders, define a vision for the children's ministry that contributes to the church's overall vision. Develop a ministry plan to achieve that vision.
- Establish and maintain a security system that protects children in our church's care.
- Recruit, develop, and deploy children's ministry volunteers.
- Review all curriculum used by the children's ministry and ensures they are consistent with the church's doctrinal commitments.
- Maintain the integrity of the children's Bible teaching time by ensuring the instruction is consistent with the doctrinal convictions of the church.
- Manage all children's ministry staff and volunteers that work with children from infancy through fifth grade.
- Plan and oversee special events related to children and families, including Vacation Bible School, fall festivals, etc.
- Identify and execute ministry and missions opportunities for children to participate in.
- Be available to preach and teach the Bible in adult worship service if/when asked.
- Participate in Staff, Christian Education, and Session meetings and other meetings as scheduled.
- Regularly report to the church's leadership about the accomplishments of the children's ministry.
- Explore emerging technologies that help engage more volunteers in the ministry of the church.
- In consultation with other children's ministry leaders and senior church leadership, develop an annual budget for the children's ministry and operate within the constraints of that budget.
- Brainstorm creative ways to engage kids and families (curriculum, environments, technology, etc).
 - Stay in touch with other vibrant children's ministries around the country.
 - Attend outside training conferences, seminars, and/or workshops in order to further educate yourself; passing on the information to the volunteers.

CARE

- Care for families (follow up when they are not there, send out kids' birthday cards, etc).
- Connect with, encourage, and equip parents of PCC Kids.
- Connect with and encourage volunteers.
- Create opportunities to appreciate volunteers.
- Mediate and resolve conflicts to challenges that may arise within your area of responsibility.

REQUIREMENTS

- A growing Christian faith and character.
- A bachelor's degree (preferably in education or Christian ministry) or equivalent experience.
- Experience working with children. At least 3 years of ministry experience as staff/volunteer
- A desire to teach and mentor children in biblical truth.
- Ability to pass a background check.
- Basic First Aid and CPR certification (Currently have or willing to obtain).
- Excellent written and verbal communication skills.
- Understanding of and willingness to serve within the doctrinal commitments of the church.
- A commitment to the mission of the church.
- A lifestyle congruent with the biblical requirements for leaders (1Tim. 3:1-13; 2Tim. 2; Titus 1:5-9).

The above summary of duties represents the major tasks and responsibilities. This is not intended to be an exhaustive list of all responsibilities.

Church Website

www.paloscommunity.church

VISION OF PALOS COMMUNITY CHURCH

To be a community of vibrant believers inspired by an awesome God and transformed by His word and Spirit to share Christ's love with the world.