

Palos Verdes Baptist Church
Director of Children's Ministry

Position Summary:

The Director of Children's Ministry (DCM) shall be responsible for developing, planning, and implementing a comprehensive Christian education program for children from birth to 5th grade. The primary objective of this position shall be the implementation of programs that nurture children in their faith journey and enable each child to develop a close life-long relationship with Jesus Christ.

Responsibilities:

The Director of Children's Ministry shall be responsible for all aspects of programs within the Children's Ministry, designing and implementing ministry that reaches out to the children in the church as well as to children in the wider community, including overseeing such programs as Sunday School, outreach events, VBS, and potential children's clubs and Bible studies. The DCM shall commit to building relationships and communicating with parents of children, coordinating their involvement in children's ministry, and equipping them in discipleship of their children (in collaboration with Discipleship ministries). The DCM shall be responsible for teaching and leading children into a deeper relationship with Jesus; recruiting, preparing, training, encouraging, and motivating volunteers; visiting and counseling children and their parents; handling administrative responsibility and policy development for budget, equipment, supplies, facilities, record-keeping, and safety.

Required Skills:

- Knowledge of child development with experience in selecting appropriate curriculum and adapting curriculum and other programs to meet the need of special learners.
- Strong interpersonal skills to ensure effective and collaborative relationships with pastoral staff, Board of Deacons, volunteers, parents, and children.
- Ability to communicate effectively orally and in writing with children, families, subordinates, superiors, and other church leaders.
- Provide warm, nurturing environment for all children taking part in church programs and commit to impacting their lives as well as their parents.
- Entrepreneurial and able to think out-of-the-box.
- Excellent time-management and organizational skills.
- Able to manage multiple tasks simultaneously and work under pressure to meet deadlines.
- Listen and accept feedback and input from others.
- Patient, flexible, tactful, reliable, and dependable.
- Energetic, creative, positive, self-motivated, and conscientious.

Qualifications:

- Born-again evangelical Christian with strong biblical knowledge.
- Children's Ministry experience preferred and/or a minimum of 3-5 years of related experience.
- Experience and/or course work in psychosocial and faith development of children birth to 5th grade.
- Desire to serve children and their parents.

Scope:

20-40 hours/week with Sunday morning and potential weekday/evening programs. This position reports directly to the Senior Pastor. The DCM will lead a team of Children's Ministry volunteer workers.

Salary Range:

Attractive compensation, commensurate with experience and qualifications.