

PEACE PRESBYTERIAN CHURCH
301 Guinness Drive
Winterville, NC 28590

POSITION TITLE: *Children's Minister*

CLASSIFICATION: Part-Time; 8-10 hours per week; Sundays plus 1 additional day in the office

SALARY: Commensurate with experience

REPORTS TO: Pastor/Head of Staff, Spiritual Development Team, Session

SUMMARY OF POSITION:

The Children's Minister will provide spiritual leadership, guidance, and resources to children, ages birth through 5th grade. Working with staff and volunteers, the minister will develop, lead, and promote Christian education for children:

1. Provide a positive environment for Christian Education for children to learn and grow in their faith
2. Develop and direct an education ministry for children in the study of God's Word, Reformed Theology, and the Presbyterian tradition
3. Create lessons and activities for the spiritual formation of children and their families
4. Utilize creativity and energy to facilitate learning opportunities which are designed to nurture children in their faith journeys

I. PRIMARY RESPONSIBILITIES

A. CHILDREN'S FAITH FORMATION

1. Direct a comprehensive children's ministry, utilizing approved curriculum and volunteers
2. Prepare and lead lessons for children at a time set by the Spiritual Development team and approved by the Session
3. Communicate with the Pastor, Administrative Assistant, and Spiritual Development team leaders regarding the schedule and any special events
4. Regularly communicate with children and parents by calls, emails, mail, etc.
5. Work with the Spiritual Development and Mission & Outreach teams to plan, coordinate, and include children and their families in church-wide activities, such as VBS (June), Trunk-or-Treat (October), Christmas Pageant (Dec), Worship to Action Sundays, and other special events

B. SPIRITUAL DEVELOPMENT TEAM

1. Attend/submit report to team meetings on the 2nd Wednesday of every month
2. Assist in preparing the annual children's ministry budget
3. Recruit, train, and support children's ministry volunteers
4. Follow administrative procedures for managing expenses

II. OTHER RESPONSIBILITIES

1. Prepare and submit a monthly report to Session
2. Submit information to Admin Assistant for weekly bulletins, emails, monthly newsletter, and social media
3. Attend weekly worship and occasionally participate in worship leadership
4. Identify, encourage, and facilitate children's participation in worship
5. Attend staff meetings, as scheduled by the Pastor

III. STAFF EVALUATIONS

Reviews are conducted annually by the Pastor, in coordination with the Administration team

**PEACE PRESBYTERIAN CHURCH
301 Guinness Drive
Winterville, NC 28590**

Qualifications

- Commitment of faith to Jesus Christ, demonstrated through testimony and life witness
- Active participant in a Christian worshiping community
- Genuine love for children and their spiritual development
- A Bachelor's degree, or current enrollment in bachelor's degree program, in education, Christian education, child development, social work, or other related field is strongly preferred
- Prior experience working with children in a church setting is preferred

Knowledge, Skills, and Abilities Required

- Must pass a criminal background check and maintain compliance with Healthy Boundaries/Safe Gatherings certification with the Presbytery of New Hope and the Presbyterian Church, USA
- Knowledge of or interest in the Reformed faith tradition of the Presbyterian Church, USA
- Knowledge of principles and practices of children's development
- Strong skills in communication (written and verbal), interpersonal dynamics, and relationship building
- Strong skills in organizational and time management and problem-solving
- Ability to be punctual and dependable in meeting schedules, deadlines, and goals
- Ability to work cooperatively and collaboratively with church staff, members, and covenant partners
- Ability to maintain pastoral sensitivity and confidentiality
- This position requires requires key boarding, grasping, writing, standing, sitting, walking, repetitive motions, hearing, visual acuity, and speaking. Must be able to stand for extended periods of time and on occasion have to lift and carry up to 40 pounds.