

Prairie Grove Christian Church  
Job Description

Title: Children's Director – Full-time

**Responsible to:** Senior Minister for day to day operations and for fulfilling responsibilities defined in the job description, defining goals, evaluation and communication of concerns related to the performance of the position.

**Primary Function:** To ignite a desire for a genuine relationship with Christ and to equip the children for the spiritual battle they encounter. To encourage and equip parents to develop a biblical worldview in their children. Teach a Bible-based curriculum and encourage a Biblical-based lifestyle among the children. Seek to foster a strong education program through building relationships with teachers, students, parents and church leaders that strengthen the children's commitment and growth in faith in Jesus Christ.

**Responsibilities:**

- Develop, coordinate, promote and implement a quality Christian Education for children in the following areas:
  1. Children's Worship Services
  2. Children's Bible Class
  3. Children's Wednesday Night Program
  4. Church Camp
  5. Vacation Bible School
  6. Harvest Festival
  7. Upward
  8. Christmas Programs
  9. Recruitment and supervision of teachers, leaders, and other required volunteers to meet education program requirements of the church, and assist in the classroom as time permits.
  10. Other seasonal or special events as requested
- Help children grow in their Christian and social development
- Promote Scripture memorization, prayer and personal Bible reading
- Instruct and train children to understand and implement the Bible into their lives
- Communicate educational program news frequently with the minister and the congregation
- Develop a children's overall strategic plan that supports the mission and vision of PGCC
- Pray for children and volunteers
- Exercise confidentiality when needed
- Participate in the preparation and development of the budget for the children's ministry
- Work in cooperation with the early Childhood Director to coordinate consistent programming and use of facilities

**Qualifications:**

The Children's Director plays a major role in the Christian development of all ages within the church, both as a leader and as an example. PGCC seeks a person who has a solid understanding of the foundations of the Bible and who has a strong desire to nurture children in the Christian faith. The Children's Director should be a person who generates new ideas and programs and who values a team concept of ministry.

- A degree or background in Children's Education, Christian Ministries or related field
- Personal relationship with Jesus Christ
- A sense of call and a passion for working with children
- Friendly, enthusiastic, and flexible team approach while working with children, parents, staff members, and volunteers
- Abundant organizational, communication, teaching, administration and computer skills
- An understanding of child development
- Ability to relate to children and be able to teach them about Christ
- Patience and an accepting heart
- Well-groomed appearance, always exhibiting professionalism
- Able to work at a fast pace within a variety of settings with composure and flexibility

**Working Conditions:**

The Children's Director position requires flexible hours, including evenings and weekends. The position is full time and salaried based upon forty (40) hours per week. The actual number of hours required during any given week are those needed to fulfill the responsibilities of the position. It is recognized that the schedule may vary at different times of the year.

- Children's Director will keep the church office and the Senior Minister informed as to how he/she may be contacted
- Notify the Senior Minister or church office prior to any unforeseen absence from regularly scheduled hours, events or duties, and provide a suitable substitute in case of anticipated absence
- Responsible for following Children's Ministry budget, turning in all receipts as expense occurs
- Opportunities for review and goal setting will take place periodically
- Pay level review will be annual
- Employee Policy and Benefits outlined in the PGCC employee policy manual
- Demonstrate respect for others and professional attitudes at all times