

## **Part-Time Children's Ministry Director**

*Great Valley Presbyterian Church in Malvern Pennsylvania, is seeking a Part-time Children's Ministry Director. Our aim is to hire a dedicated staff person who can invest in our goal of welcoming, discipling and supporting families with children ages birth to 5<sup>th</sup> grade.*

*The position description is summarized below. Those who are interested in applying should respond by email to: ([greatvalleypres@comcast.net](mailto:greatvalleypres@comcast.net)), subject line: Children's Ministry Director, with a letter of interest and resume providing qualifying experience. We will respond to qualifying candidates with the full position description and summary of compensation package and a request for an in-person interview.*

### **Qualifications and Skills Required:**

- A deep abiding commitment to Jesus Christ.
- A spiritual sense of calling to work in children and family ministry.
- In agreement and lives by the EPC Essentials:  
<https://www.google.com/url?q=https://epc.org/wp-content/uploads/Files/1-Who-We-Are/B-About-The-EPC/TheEssentials.pdf&sa=D&source=docs&ust=1708976355240066&usq=AOvVaw1dm2UzQnsadkLLejwdFINR>
- Highly relational, independently organized, takes initiative with strong communication and management skills.
- Willingness to work with a team, collaborate with staff, elders, session and church community to implement programs and build relationships.
- Bachelor's degree or relevant experience required

### **Position Details**

- Hybrid-style position, with requirements of weekly in-person attendance on Sunday mornings during both worship services and Christian Education hour and at Christian Education committee meetings, staff meetings, etc.
- Shepherding children and their families from birth through 5th grade.
- Part-time, estimated 20-25 hours weekly
- Reports to the Director of Ministries

## **Position Responsibilities**

- Program Direction
  - Develop a vision to unify GVPC programs for children and the church community. At present these programs include:
    - Sunday classes from birth through 5th grade during the 9 am Christian Education hour
    - Child care for birth- 4 years old during the 10:15 worship service
    - Special quarterly family events (seasonal activities, Kids Night Out)
    - Kids' Choir
  - Take initiative to enhance and develop Children's Ministry programs and advocate for children in the ministries of GVPC.
  - Maintain an awareness of current topics of concern for growing families in the world today. Take advantage of continuing education and learning opportunities in order to guide and shepherd families.
- Volunteer Management
  - Actively participate in the recruitment, training, and organization of volunteers.
  - Ensure that all children's ministry activities are adequately staffed and provide help where needed.
  - Ensure that all volunteers comply with the Child Protection Policy of Great Valley Presbyterian Church.
- Community Building
  - Serve as the face of children's ministry to the church, including ongoing communication during worship services, by email, and through informal communications.
  - Maintain a watchful eye for young families in the church community: connect with and serve them as the Sunday morning facilitator and provide opportunities for discipleship beyond Sunday mornings.

- Provide spiritual guidance to young families and children in the church with a heart toward community outreach.
- Build relationships with Preschool in the Valley.